

Kummer Board Room *usage guidelines*

Individual in charge of reservation is responsible for the following:

- To protect the conference table, ***always*** use placemats/coasters provided in the room. These will be in the cabinet against the south wall. Placemats/coasters need to be returned to their original location at the conclusion of the meeting.
- At the conclusion of your meeting, throw away trash/water bottles, etc., and clean the tables and chairs with the microfiber cloth that is provided in the Board Room side cabinets. Please notify the Chancellor's Office if there has been a spill so that we can clean it before a stain sets in.
- The audiovisual equipment is already set for your use. There is no need to turn on the large displays unless there has been a power outage. They should come on automatically when you wake up the computer. Be sure to log off the computer when your meeting is over. If you use a USB drive, please take it with you at the conclusion of your meeting.
- Zoom meetings will require to set out the microphones on the table. Microphones should only be placed on the table right before your meeting to preserve battery life. Please refer to the microphone diagram on placement around the table in order to sync with the cameras. If your meeting requires zoom please contact Ardith McComb (IT Manager) mccomba@mst.edu/573-341-6998, so that IT can verify everything is working properly before your meeting. Please make sure at the conclusion of your meeting that all microphones are returned to their original location to be charged.
- Set up and tear down of any additional tables or rearranging of furniture is the responsibility of the individual in charge of the reservation. At the end of your meeting, please ensure that the Kummer Board Room and pre-function space is left in its original condition, with any additional tables, etc., removed.
- The Chancellor's Office does not provide refreshments. Please bring your own (water, coffee, tea, etc.).
- Decorations: No tape, nails or staples shall be used on any building surfaces; only floral arrangements or pictures on an easel are allowed for purposes of placing decorations. No open-flame candles shall be