

TREVOR NICHOLS RESEARCH COMPLEX

Guidelines for Use of the Angus J. Howitt IPM Training Conference Room

Scheduling:

Scheduling will be on a first come, first serve basis.
Priority will be given to MAES, MSUE and fruit industry-related groups

Fee Policy:

Groups will be charged as follows:

\$ 100.00	Full Day
\$ 50.00	Half Day
\$ 25.00	If audio/visual technical services are needed
\$ 25.00	Cleaning fee, if food or drinks are served
\$ 25.00	If you want us to arrange food orders/catering

If you charge a fee for your meeting, we suggest that you build the usage fee for the conference facility into that charge.

Handicapper Accommodations:

The University advises that posters, invitations, or announcements regarding meetings, concerts, athletic events, or other "public" activities include a statement inviting handicappers to provide advance notification of needs for auxiliary aids or services. The statement should include the name and phone number of the office to contact to make accommodation requests, and could read as follows:

Handicapper accommodations may be requested by calling (Anne Hanley) at (269-561-5040) at least one week before the event to ensure sufficient time to make arrangements.

Food & Beverages:

The group/organization in charge of the meeting will be responsible for making meal arrangements, coffee, rolls, and providing eating supplies.

Smoking:

This is a **NON-SMOKING BUILDING**. Smoking is permitted only outside the building.

Seating Arrangements:

Any special seating arrangements will need to be specified beforehand by the facility users.

Audio-Visual Equipment:

We have AV equipment available. Please let us know your needs so that we can make sure it is available and set up for your meeting. You may wish to bring backup AV equipment in case of a malfunction.

These guidelines are subject to change.