



Parameters for Events in Classrooms with Moveable Furniture:

- The standard setup can be used for all classes. If Professors have students gather into groups, removing the tables from the standard format, we request that students take the responsibility of moving them back to their original place prior to the end of class. A seating chart is available at the front of the room for reference.
- Events requiring special setups can begin 1 hour after the final class of the day, but not before. This is to allow time for setup.
- Facilities will move all furniture upon request, as we do not want caterers to move furniture or prep in the room. All setup requests from the event owner and caterer can be discussed in the walk through 1-2 weeks ahead of time.
- Events where the standard setup will be used are allowed whenever the room is available.
- Food can be in this classroom, however nothing hot can go on any of the tables in the room. This includes but is not limited to sternos, hot dishes, and pizza boxes. Cold drinks can be put on the tables if a tablecloth is put down.