

**Women's Health Center of Excellence  
for Research, Leadership, Education (WHCOE)**

May 1, 2009

**Conference and Resource Room Utilization Sheet**

The WHCOE would like to welcome you to use our meeting space. Before you do so, please review this information and procedures. We ask that you honor our rules. We reserve the right to deny usage to people/groups who do not honor them.

If you have any questions or would like to reserve this space, please contact Natalie Barrett at [nbarrett@wfubmc.edu](mailto:nbarrett@wfubmc.edu). In your message, please be sure to state the (1) date of your request, (2) time and duration of your function, (3) name of your group, (4) contact person's name and email address and/or phone number.

**Conference Room Information**

- Seats up to 12 around a central table; maximum capacity of 24.
- Contains an LCD projector, screen, dry erase board, SmartBoard, WIFI, and telephone (716-4235).
- If you plan to place a long-distance call, you will need to obtain an access number from Natalie and leave a billing number for the ensuing charges.
- TV and VCR available upon request.
- Please provide your own laptop.

**Resource Room Information**

- Seats 15 at portable tables; maximum capacity of 20.
- Contains small dry erase board, portable LCD projector for projection on the wall, 2 desktop computers.
- Please provide your own laptop.
- TV and VCR available upon request.

**Policies and Procedures**

- The rooms can be reserved for use between 9 am- 5 pm, Monday to Friday only, for meetings, workshops, health screenings and all- or part-day events, space permitting. On rare occasions, exceptions may be made for weekend or evening use. Special permission must be obtained from the WHCOE for these activities.
- Please keep doors closed during sessions.
- Groups are strongly encouraged not to noisily gather in the WHCOE hallways, as this is disruptive to the WHCOE faculty and staff.
- Parties and showers are not permitted.
- Furniture in the meeting space can be rearranged, but must be replaced where it was found. Additional chairs are available in the Intern Room (past the copy room), but must be returned after the events.
- Food may be served. However, please be sure to meet your deliveries. WHCOE staff will not accept food deliveries, and does not accept responsibility for incorrect orders or orders returned to the restaurant/caterer.
- If you use the kitchen, please remember to leave it as you found it. Any utensils used must be washed, dried and put away.
- During screenings, study recruitment or all-day events with many people coming and going from the WHCOE, we require that someone be available at the front desk to direct the public, answer questions, and enroll participants, etc. There is no computer or phone at the desk, so please provide your own laptop if desired.
- There is no public phone.
- **IMPORTANT:** All sharps and materials containing blood or bodily fluids must be removed at the end of your function. The WHCOE does not provide biohazard disposal or sharps containers. If you need guidance on WFUSM biohazardous waste disposal policies and procedures, please contact Bernie Menuet at 716-6440.
- Occasionally, WHCOE staff is called away on business. We make every effort to have the suite open when the rooms are reserved. However, if the suite is locked, during business hours and you have made a reservation to use the meeting space, please contact Pat Bird on the second floor of PP2 at 713-4202. She is available as an alternate source for a suite key, but only during regular business hours.