

# **UAB Comprehensive Cancer Center Conference Room Guidelines and Scheduling Procedures**

The following policies and procedures have been developed to ensure the proper, efficient and fair use of the UAB Comprehensive Cancer Center's conference rooms and atrium.

Contact information: [CCCReserve@uab.edu](mailto:CCCReserve@uab.edu).

## **Availability:**

The CCC conference rooms and atrium are available for UAB academic meetings, Monday through Friday, 7 a.m. to 5 p.m. The rooms are available for individual meetings, but not for ongoing meetings, classes, workshops, seminars, or for non-university-related activities.

## **Reservations:**

Reservations are made on a first-come, first-served basis, must be requested at least 48 hours prior, but no more than 90 days in advance, and must be received via the [online request form](#). On the form, indicate the time of the meeting and the time you would like the reservation to begin and end. **Your reservation is not complete until you receive written confirmation from the Scheduling Coordinator.**

## **General Policies:**

- Priority access to CCC conference rooms will be granted to the Cancer Center and Cancer related activities. **All reservations are subject to cancellation based on priority needs.**
- Each conference room is equipped with Audio/Visual equipment. If A/V is required for your meeting **you must** engage the Cancer Center Technical Services Facility (CCTSF) at 975-8240 or [cctsf@uab.edu](mailto:cctsf@uab.edu). Use of the A/V in the conference rooms without the CCTSF may result in loss of privileges.
- The rooms are available only in the standard set up and cannot be rearranged. If the furniture is moved or there is any damage to the furniture, retractable blinds or the room, your ability to use the room may be suspended and your department will be charged.
- Cancellations for meetings scheduled in the CCC's conference rooms require 24-hour notification. Failure to give sufficient notice could result in the loss of scheduling privileges.
- Groups must not exceed the meeting area capacities.
  - WTI 101- Capacity 80
  - WTI 231- Capacity 40
  - NP 2507- Capacity 15
  - NP2532 - Capacity 55
  - WTI Lobby- Capacity 150

## **User Rules and Responsibilities:**

- The sponsoring party/department takes full responsibility of the event and is responsible for handling all arrangements and set-ups. Space must be left in the same configuration

as found. If there is any damage to the room or its equipment, the sponsoring party/department will be charged and possibly future use denied.

- Nothing should be taped, tacked, or stapled to the walls, doors, windows, or A/V equipment.
- Food is allowed. The sponsoring party is advised to assign an attendant to monitor its delivery, set-up, serving, and clean-up, including wiping down and drying the tables. This is not a service the CCC will provide.
- The doors to the conference rooms must be kept closed at all times due to the proximity of patrons on the floors. Please keep the noise level at a minimum.
- After every meeting, all trash should be pulled from the garbage cans, securely bagged, and placed in the large trash bins located outside the door in the catering room for building services to pick up the next day. If there are meetings that will accumulate overwhelming trash, we ask that you arrange for immediate trash pick-up by contacting Building Services at 934-9675 or [schedule online](#).
- Use of whiteboards are restricted to approved markers **ONLY**.
- Thoroughly erase all whiteboards upon the completion of your meeting.
- Do not sit on the tables or use furniture in any way other than its intended purpose.
- Turn off all lights and A/V equipment before leaving the room.
- Pharmaceutical and other industry sponsorships that involve active promotion and/or displays require CCC approval.

**Damage Fees:**

- In all cases, the department/division/entity listed on the Scheduling Request Form will be responsible for all damage and cleaning costs incurred during the reservation time.