

Instructions for Reserving Davage Auditorium and Thomas Cole Science Research Center Rooms and Auditorium

Effective immediately, please make use of the process already in place for reserving Davage Auditorium and rooms in the Thomas W. Cole, Jr., Research Center for Science and Technology. Classrooms are not a part of this process, as that is the responsibility of the Office of the Registrar. In an effort to assist with your event planning and scheduling of these facilities, it is possible to view online the calendars for Davage Auditorium and SRC conference rooms. This process is tailored to eliminate any confusion about the availability of a particular conference room and reduces the flow of paper from department to department.

The process is as follows:

Step 1) Before submitting a request form, please view the reservation calendar for Davage Auditorium and the conference rooms in Thomas W. Cole, Jr., Research Center by following the directions below:

❖ ***Access to MS Outlook Calendars:***

1. Go to Microsoft Outlook Calendars
2. Go to the menu bar
3. Click on “Go” tab
4. Click “Folders”
5. Click “Public Folders”
(Be sure to click directly on the plus sign)
6. Click “All Public Folders”
7. Click “SRC/ Davage Reservations”
 - Davage Auditorium: Click on calendar titled “Davage Auditorium”
(No food is allowed in this venue, no exceptions)
 - Science Research Center: Click on folder titled “Thomas W. Cole”
 - This folder includes the following calendars:
 - Auditorium**(No food is allowed in this venue, no exceptions)**
 - Board Room
 - Conference Room 1037
 - Conference Room 1047
 - Exhibition Hall
 - Lecture Hall**(No food is allowed in this venue, no exceptions)**

Step 2) Complete the “Request for Use of Conference Room/ Auditorium Form”. The form can be found on the CAU Web site by clicking the following tabs: Departments> Business & Finance Services> Instructions and Request Form for Davage Auditorium and Thomas W. Cole SRC Conference Rooms)

Step 3) Acquire proper approval signatures as indicated below:

Faculty and Staff- form must be approved by Unit Head, Dean, Chair or Center Director

Students- form must be approved by the Unit Head, Dean, Chair or President of an official chartered, re-chartered or newly-chartered Organization

Students- form must be approved by the Advisor of the Student Organization and the Dean of Student Affairs

Public Safety Approval is required for ALL events during normal business hours and events scheduled after 5 p.m., and on weekends.

After acquiring signatures of the Unit Head, Dean, Chair or President of an official chartered, re-chartered or newly chartered organization, and your Advisor, you may do the following:

Step 4) Submit the form for processing to Student Affairs after retrieving the proper approval signatures.

Form will then be submitted to the Room Reservation Coordinator for review and approval or disapproval of space.

Form is then forwarded to Public Safety for further processing by the Room Reservation Coordinator.

Download the form in PDF Format, complete and attain approval signatures and fax the request form to x8871 or submit it to 313 Haven Warren for processing.

Step 5) Confirmation of reservation. Once the form has been signed, approved and processed, you will receive a confirmation via e-mail indicating the room assignment.

The form must be approved by the Facilities Reservation Usage Coordinator before the event or meeting is announced.

Things to Remember when Completing the Request Form

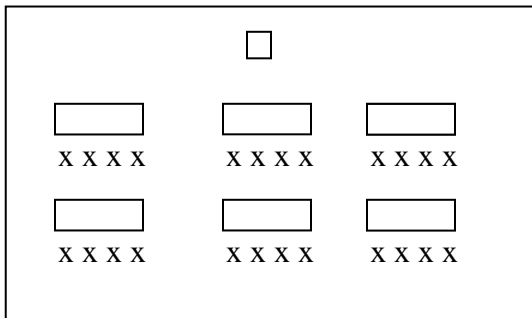
Please complete the entire form. Form must be completed with required signatures two (2) weeks prior to use. **The form will not be considered complete without the required approval signatures as indicated above.** Calendars are updated daily but keep in mind that requests are approved on a first-come first-served basis. If a time has been requested and the calendar has not yet been updated, you will be notified of this change. **PLEASE DO NOT SCHEDULE MEETINGS OR ADVERTISE FOR AND EVENT IN ANY SRC CONFERENCE ROOM, OR DAVAGE AUDITORIUM UNTIL YOUR REQUEST HAS BEEN APPROVED AND CONFIRMED.** Please note you must include a valid e-mail address on the request form in order to receive a confirmation. University's operating hours are Monday-Friday from 9:00AM to 5:00 PM.

Conference Room Setup

Setup of the conference rooms will be coordinated by Chris Allen in Special Events. **If technical equipment is required, it is the responsibility of the user/ requestor to provide technical equipment (i.e., A/V Equipment). Chris Allen nor the Office of Business and Finance Services are responsible for obtaining any technical equipment.** If you are using technical equipment, please complete that portion of the request form indicating the type of equipment being used.

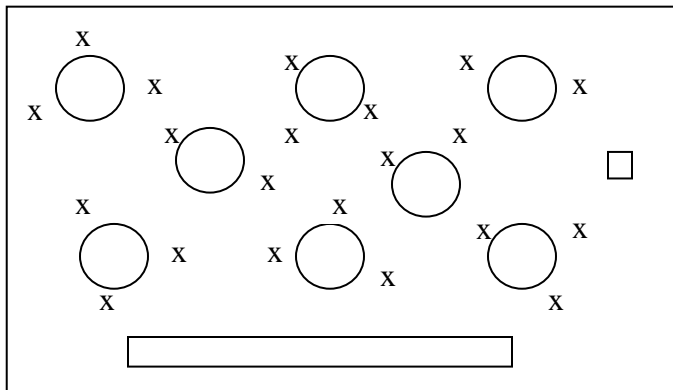
When completing the setup portion of the request form, check the type of setup that is preferred for the event. If you are unsure of the setup style, diagrams are provided below:

Classroom Style:

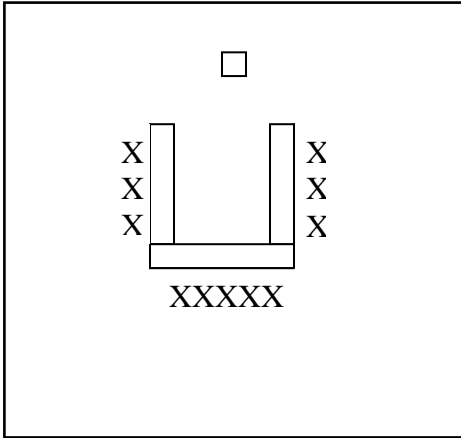


- Podium
- 6 or 8 inch Table
- X Chair
- 6' Round Table

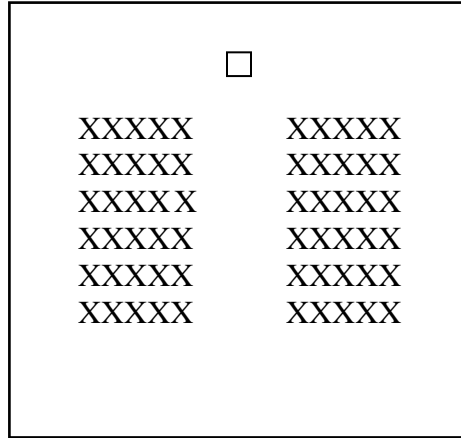
Banquet Style:



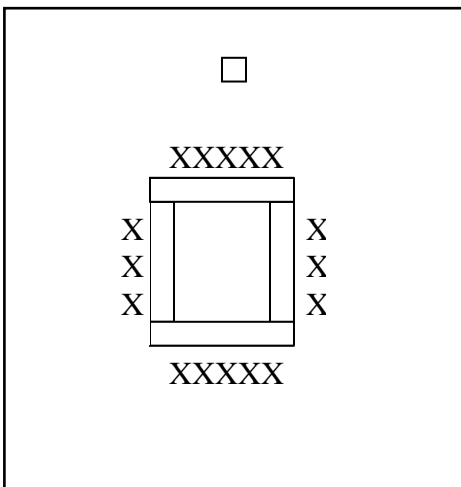
U-Shape Style:



Auditorium Style:



Square Style:



If you have any questions, please feel free to contact the Office of Business Services at (404) 880-8491.

CLARK ATLANTA UNIVERSITY
THOMAS W. COLE JR., RESEARCH CENTER FOR SCIENCE AND TECHNOLOGY
(SRC)/DAVAGE AUDITORIUM

Request for Use of Conference Room/ Auditorium Form

FACILITIES ARE FOR APPROVED UNIVERSITY OFFICIAL BUSINESS MEETINGS OR FUNCTIONS ONLY

Form must be submitted two (2) weeks prior to your event. All student chartered organizations must retrieve signatures of all titles listed below. Incomplete forms will not be processed.

Calendars for the Cole Center conference rooms and Davage Auditorium can be viewed in your Outlook Public Folders. Calendars are updated daily, and requests are approved on a "First-Come First-Served" basis. If a time has been requested and the calendar has not yet been updated, you will be notified of this change.

Today's Date ____/____/____ Faculty [] Staff [] Student []

Name: _____ Phone _____ Fax _____ Number in Group _____
(Please Print)

E-mail Address (Required): _____

School, Office, Department or Organization: _____

Date of Event: ____/____/____ Day of Week _____

Name and Number of Advisor if you are a Student Organization _____
(Please Print)

Event Starting Time: _____ Event Ending Time: _____

Event Setup Time: _____ Event Breakdown Time: _____

Purpose of Use of Facility: _____

Will there be Special Guest (s): _____

Will your event involve money: [] Yes [] No: If yes, please state what for? _____

Will food be catered? [] Yes [] No Technical Equipment Used (if yes, what type?): _____
[] Yes [] No [] Yes [] No (i.e., A/V Equipment)

All technical equipment is provided by the user, and is not the responsibility of this office.

FOR OFFICE USE ONLY
Is Room Requested Available
[] Yes
[] No
Authorization Confirmed
[] Yes
[] No

Room Request:
[] Davage Auditorium/ HW
[] Board Room
[] Conference Room 1037
[] Exhibition Hall
[] Lecture Hall
[] SRC Auditorium

Set Up Style:
[] Classroom Style
[] Banquet Style
[] Auditorium Style
[] L-Shape
[] U-Shape
[] Square

Type of Event:
[] General Meeting
[] Site Visit
[] Seminar
[] Workshop/Conference
[] Other

Signature: _____ Date: _____
Unit Head, Dean, Chair or President of Organization

Signature: _____ Date: _____
Advisor (Required for student organizations)

Signature: _____ Date: _____
Dean of Student Affairs (Required for student organizations)

Signature: _____ Date: _____
Public Safety (Signature required for events during and after normal University hours)

Please return form to room 313, Haven Warren or email at coneal@cau.edu. The reservation will not be confirmed without required signatures. The privilege of using the facilities of Clark Atlanta University (CAU) is granted with the expressed understanding that the policies of CAU regarding proper conduct will be observed. The sponsored organization accepts responsibility for the department of its membership and guests. Violations of CAU policy may render an organization ineligible for future use of the facility.

FOR OFFICE USE ONLY
[] Approved [] Disapproved
Room Assignment: _____
Approved By: _____ Date: _____