TO: CAU Faculty, Staff, and Students
FROM: Michael Lacour
       Vice President for Management Services
DATE: April 3, 2009
RE: Process for Reserving Davage Auditorium and rooms in the Thomas W. Cole, Jr., Research Center for Science and Technology (SRC)

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 one of the directions below:

_access to Outlook Web Access:

1. Follow this link and enter your user name (your user name is your e-mail address and password; http://owa.cau.edu/public.
   Note: This link also can be found on cau.edu along with the Davage/ SRC Requisition form.
2. Click “SRC/ Davage Reservations”
   (Be sure to click directly on the plus sign)
   - Davage Auditorium: Click on calendar titled “Davage Auditorium”
   - Science Research Center: Click on folder titled “Thomas W. Cole”
   This folder includes the following calendars:
   ➢ Auditorium
   ➢ Board Room
   ➢ Conference Room 1037
   ➢ Conference Room 1047
   ➢ Exhibition Hall
   ➢ Lecture Hall

-OR-
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”
   - Science Research Center: Click on folder titled “Thomas W. Cole”
      This folder includes the following calendars:
      ➢ Auditorium
      ➢ Board Room
      ➢ Conference Room 1037
      ➢ Conference Room 1047
      ➢ Exhibition Hall
      ➢ Lecture Hall

Step 2) Complete the “Request for Use of Conference Room/ Auditorium Form”. The form can be found on the CAU Web site: (Administration> Management 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 Advisor of the Student Organization and the Dean of Student Affairs
➢ Public Safety Approval is required for ALL events scheduled after 5 p.m. and on weekends.

Step 4) Submit the request form for processing.

➢ Download the form in PDF Format, complete and attain approval signatures and fax the request form to Angela Hamm at (404) 880-8871 or submit it in 313 Haven Warren for processing.

Step 5) Confirm reservation. Once the form is approved and processed, you will receive a confirmation via e-mail indicating the room assignment. The form must be approved by Angela Hamm 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 one (1) week 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 IN ANY SRC CONFERENCE ROOM OR DAVAGE AUDITORIUM UNTIL REQUEST HAS BEEN APPROVED AND CONFIRMED BY ANGELA HAMM OR CHRIS ALLEN. Please note you must include an e-mail address on the request form in order to receive a confirmation letter. Also keep in mind that the 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). It is not the responsibility of Chris Allen or this office to provide such 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:

![Classroom Style Diagram]

Buffet Style:

![Buffet Style Diagram]
U-Shape Style:

Auditorium Style:

Square Style:

If you have any questions, please feel free to contact Angela Hamm in the Office of Management 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 one week prior to event. Incomplete forms will not be processed

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 of Advisor for Student Organizations
(Please Print)

Event Starting Time: Event Ending Time:

Event Setup Time: Event Breakdown Time:

Purpose of Use of Facility:

Special Guest:

Food Catered: [ ] Yes [ ] No
Technical Equipment Used (if yes, what type?): [ ] Yes [ ] No
(i.e., A/V Equipment)

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

Room Request:
[ ] Davage Auditorium/ HW
[ ] Board Room
[ ] Conference Room 1037
[ ] Conference Room 1047
[ ] Exhibition Hall
[ ] Lecture Hall
[ ] SRC Auditorium

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

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

Signature: __________________________ Unit Head, Dean, Chair or Center Director Date: __________

Signature: __________________________ Advisor (Required for student organizations) Date: __________

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

Public Safety (Required for all events after 5p.m. and on weekends)

Please return to 313 Haven Warren or fax to 8871. The reservation will not be confirmed without required signatures. Calendars for SRC conference rooms and Davage Auditorium can be viewed at http://owa.cau.edu/public. 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. Priority is given for certain considerations.

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: __________________________ Date: __________

By: __________________________