FREH CONFERENCE ROOMS

Scheduling Requirements:

- The 1st or 2nd Floor Operations Clerk needs to know when the FREH Projector 1 (in FREH 1-2) or the FREH Projector 2 (in FREH 2-1) is needed, as the equipment is in the closet. It is not necessary to book the equipment as a resource, just add it in the location or the body of the room reservation.
- Schedule ALL conference rooms and/or equipment needs as a Resource.
- Remember to allow 30 minutes for equipment set-up prior to a meeting and 30 minutes after a meeting for room re-set.
- Remove the trash from the room(s) after a luncheon meeting! Place in the "TRASH ONLY" dumpster outside by the loading dock.
- Please CANCEL the conference room reservation(s) if a meeting is cancelled or moved to another location!

Scheduling Contacts:

- First Floor Operations Clerk, 47146
- Second Floor Operations Clerk/Building Deputy, 47147

FREH Conference Rooms, with phone numbers listed, are scheduled by FREH Operations Staff:

<table>
<thead>
<tr>
<th>First Floor</th>
<th>Second Floor</th>
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<tbody>
<tr>
<td>FREH 1-1, 49889</td>
<td>FREH 2-1 w/FREH Projector 2, 44626</td>
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<tr>
<td>FREH 1-2 w/FREH Projector 1, 43874</td>
<td>FREH 2-2, 40989</td>
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<td>FREH 1-3, 66850</td>
<td>FREH 2-4, 46122</td>
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<td>FREH 1-4, 40527</td>
<td>FREH 2-5 (w/projector), 45913</td>
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<td>FREH 1-6, 62621</td>
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<tr>
<td>FREH 1-WWB</td>
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<td>FREH CA-1</td>
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<tr>
<td>FREH CA-2</td>
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Ground Floor
FREH G-1, 40417
FREH G-2, 40416

Room set-up for FREH 1-1, 1-2, 2-1 and 2-2 (larger rooms):

Normal room set-up, small square (8 tables, each room) = 24 chairs
(with 2 chairs in corners)

One room set-up with computer equipment (6 tables) = 17 chairs

Big square (both rooms, 16 tables), no computer equipment = 42 chairs

U-shape (both rooms, 14 tables), with computer equipment = 35 chairs
Classroom style (both rooms) – six rows of three tables each with eight chairs at the tables = 48 seats

Have a total of 80 chairs on first floor (two extra chairs in FREH 1-4); a total of 65 chairs on second floor

FREH 1-3 = oval table with 8 chairs

FREH 1-4 = oval table with 10 chairs + pull-down screen

FREH 1-6 = four tables with 12 chairs

FREH 1-WWB (West Wall Breakroom) = six tables with 12 chairs (+ 14 stacked chairs)

FREH 2-4 = small oval table with 8 chairs (seats 6 comfortably) (+ 6 stacked chairs)

FREH 2-5 = rectangular table with 12 chairs + projector and pull-down screen. Projector permanently installed in ceiling with a remote control – *MUST BRING OWN LAPTOP*. Laptops are available for checkout at: https://sp2013.itap.purdue.edu/businessservices/comptroller/equipmentreservations/SitePages/Home%20Page.aspx. Contact Janessa Martin (40229), Joanna Vanaman (49452) or Shannon Williams (47536) for equipment check-out/return

FREH G-1 = rectangular table with 6 chairs + flat-screen

FREH G-2 = rectangular table with 6 chairs + flat-screen

Other available Conference Areas/Rooms:

FREH CA-1 [conference area on 1st floor, in Procurement Services area] (round table with 5 chairs)

FREH CA-2 [conference area on 1st floor, in Procurement Services area] (round table with 6 chairs)

FREH G-3 Conference Room, 61294 (rectangular table with 11 chairs + pull-down and stand-alone screens) on Ground Floor (basement) in southeast corner = call Sandy Johnson (42034) to check availability and schedule (Marketing and Media’s Conference Room)

FREH 2-0 Conference Room (small rectangular table with 7 chairs + 7 chairs along back wall) = call Amanda Lade (45693) or Brynne Schultz (48009) to check availability and schedule

FREH 2-3 Conference Room (small oval table with 8 chairs) = call Amanda Lade (45693) or Brynne Schultz (48009) to check availability and schedule (Vice
Available equipment:

FREH Projector 1 – computer/projector permanently located in FREH 1-2 with a remote control – also equipped with a VCR and DVD player

FREH Projector 2 – computer/projector permanently located in FREH 2-1 with a remote control – also equipped with a VCR and DVD player

FREH Portable Projector and FREH Portable Projector #2 – have two portable projectors available to use in conference rooms – project on whiteboard (a LOT of glare). Also have two portable movie projector screens that can be installed in the room to project on. **MUST BRING OWN LAPTOP – we do NOT provide!**

Laptops are available for checkout at: [https://sp2013.itap.purdue.edu/businessservices/comptroller/equipmentreservations/SitePages/Home%20Page.aspx](https://sp2013.itap.purdue.edu/businessservices/comptroller/equipmentreservations/SitePages/Home%20Page.aspx). Contact Janessa Martin (40229), Joanna Vanaman (49452) or Shannon Williams (47536) for equipment check-out/return

Polycom Speaker Telephones are permanently installed in **ALL** conference rooms in FREH. There is a desk-style phone with speaker phone capability in FREH 2-3. Also have a single-line phone on 1st and 2nd floors that have speaker phone capability for use, upon request (contact FREH Operations Clerk).