

BIRCK NANOTECHNOLOGY CENTER FACILITIES USE

The Birck Nanotechnology Center is a research facility; thus, SAFETY MUST COME FIRST: please observe the following rules. If in the case of an emergency an alarm sounds [white strobe = fire alarm; yellow strobe = toxic gas alarm], 1) do not use elevators unless instructed to do so by emergency personnel; and 2) leave the building immediately via the nearest exit and go to the evacuation point, which is the café in the Burton D. Morgan Center for Entrepreneurship. This building is northeast of the Birck building on the corner of State State and Martin Jischke Drive. Do not re-enter the building until a member of the fire or police department tells you that it is safe to do so. There is no way of knowing the amount of time you may be out of the building.

Non-public areas of the building are off-limits to visitors unless special arrangements are made. These areas include the laboratories, subfab, cleanroom, and support areas. Many of these areas contain hazardous materials and/or equipment, including lasers, chemicals, compressed gases, and high-voltage and high-current sources. Training is required for access to all research/support areas. Do not handle hazardous materials or equipment.

Building Requests: Rooms in the Birck Nanotechnology Center are available for University-sponsored events only. In keeping with the Discovery Park mission, collaborative research events have first priority. Discovery Park reserves the right to cancel an existing reservation in the rare case a reserved room is needed for a special Discovery Park event or meeting. If that should occur, every effort will be made to give as much notice as possible and to assist in locating an alternative room.

Hours of Operation: Building hours are 7 a.m. to 6 p.m. For meetings outside the normal hours, you should plan on receiving building training (contact **Mary Jo Totten** (tottenm@purdue.edu; 61173).

Guest Liaison: Please provide a guest liaison for half-day and all-day workshops and conferences. Your guest liaison will take care of your guests' questions and requests. This guest liaison is important since we are not able to schedule ourselves into all the meetings in the building. The guest liaison may contact **Deborah Starewich** (dstarewi@purdue.edu; 43509) with any questions or concerns.

Meeting Set Up: Please notify **Mary Jo Totten** (tottenm@purdue.edu; 61173) or **Se'Andra Donaldson** (sddonald@purdue.edu; 44491) of any activities surrounding the set up of your event: will physical facilities (i.e., "bull gang") be used to set up tables and/or chairs? Will Midwest Rentals, or a similar service, be making any deliveries and set ups? Will caterers be accessing the building? Your guest liaison should be available here in the building when deliveries are made. **Make deliveries through the Bindley Bioscience Center loading dock or use the west entrance [from Marshall Drive].** Will you require custodial service? Trash pick up? Arrangements must be made to ensure staff is available during your event. An account number is required if overtime is necessary.

Meeting Supplies: Please bring meeting supplies such as staplers, tape dispensers, post-its, pens, pencils, tablets, etc.

Parking: Visit <http://www.purdue.edu/parking/> for information regarding parking. Do not park in reserved (numbered) spaces. There is metered parking in the circle drive to the east of the Burton D. Morgan Building for Entrepreneurship (MRGN). There are "A" parking spaces in front and behind the BNC building and along Martin Jischke Drive. Please contact Physical Facilities Parking at the Visitor Information Center, 504 Northwestern Avenue or by phone at (765) 494-9494 to request "A" parking passes for off-campus visitors.

Wireless Capability: The BNC building has wireless capability. You should instruct off-campus visitors to go to the information kiosk in the Union for a temporary ID to access the Purdue VPN. If your guests are not able to go there, you should contact ITaP (44000) yourself and obtain the temporary IDs prior to your guests' visit. We are not able to provide this access to your guests, so please make sure you have made the proper arrangements.

Telephones: There are speaker phones in each of the conference rooms and Birck has a polycom that you may reserve. Please be sure that guests know they need to dial 7 to make an off-campus call. You will be responsible for providing any guests a MERS number for long distance calls.

Food: You may have food in any of the conference rooms in the building. You will be charged for any cleaning, if you leave trash or as a result of a major spill.

Info available [online](#); see "Facilities Use"

Kitchen: The kitchen is located on the first floor (BRK 1072; 66170) and is available for all to use. Coffee, soda, and snack machines are located there. Refunds may be obtained from **Melissa Marris** (BRK Atrium, 47053) or **Annie Cheever** (BRK/Bindley skywalk reception; 68327).

Catering: You may use any caterer you wish. You should provide the caterer with a phone number where you may be reached for questions. Please give the caterer specific instructions, including the room number and event time. There are often several events in the building and our staff cannot be responsible for making sure the food is set up in the right room. You are responsible for cleaning up your area at the end of your meeting; including wiping down surfaces, removing the catering equipment and trash, and moving the furniture back to its original configuration. *Caterers should enter and exit through the southeast doors of the Bindley Bioscience Building or the west entrance [from Marshall Drive].* Access through Birck's loading dock and rear entrances are strictly prohibited. **UNDER NO CIRCUMSTANCES ARE YOU OR ANYONE ELSE TO DRIVE UP TO THE FRONT DOORS OF THE BUILDING.** Be sure that you have made arrangements for tables that may be needed for food set up.

Alcohol: There is a strict University policy relative to the service of alcohol on campus. If you wish to request alcohol service for an event, you **MUST** contact the Purdue Memorial Union Catering and Events Office (48908) at least 30 days in advance of your event.

Conference Rooms

To reserve, use the on-line [resource allocation tool \(RAT\)](#)

	1001 1 st floor	1024 1 st floor	1099 1 st floor	1201 1 st floor	1290 1 st floor	2001 2 nd floor	2024 2 nd floor	2290 2 nd floor
Seating capacity at tables and chairs	26	6	10	10	6	23	6	6
Whiteboard	√	√	√	√	√	√	√	√
Computer	NO	NO	NO	NO	NO	NO	NO	NO
LCD monitor		√			√		√	√
LCD projector ITAP managed (42771)	√		√	√		√		
Phone number	61200	61027	61480	68316	63819	66388	66474	68431

**If you change the layout in any room,
you are responsible for returning the room to its original order.**

Be sure projector and lights are off when you leave.

BNC Atrium: Provide your own tables and chairs (8 eight-person tables for a total of 64 occupants; allow room for serving tables, etc). An account number is required to charge if additional clean up is required. **We cannot prohibit access to this area. It is not advisable to schedule speakers for events held in the Atrium.**

All questions regarding building use should be directed to:
Deborah Starewich: dstarewi@purdue.edu; 765-494-3509

YOUR EVENT INFORMATION
(Please provide this information to Deborah Starewich)

Name / Phone _____

Event Title _____

Event Date and Time: _____

BNC Rooms Reserved:

BRK Atrium	BRK 1001	BRK 1024
BRK 1099	BRK 1201	BRK 1290
BRK 2001	BRK 2024	BRK 2290

Checklist:

_____ Is this event for an organization outside of Purdue University? If yes, contact the Calendar office at 47229)

_____ Half-day or whole-day event? If yes, please provide guest liaison name, e-mail, and phone number:

_____ Schedule pre-event meeting with Deborah Starewich _____ (Date and Time)

_____ Will you need parking passes? If yes, contact Parking Facilities @ 49494.

_____ Will you need wireless guest accounts? If yes, contact ITaP@ 44000.

_____ Will you need a MERS Number? If yes, contact your business office.

_____ Will you need a copier ID? If yes, contact Deborah Starewich.

Account number to charge: _____

_____ Will you be using a caterer? If yes, provide name and numbers

Name	Work Number	Cell Number
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In the event that any expenses are incurred by the Birck Center as a result of your event, please provide an account number to charge for reimbursement: _____

BEFORE YOU LEAVE, DID YOU REMEMBER?

✓ **Reset the room(s)?**

✓ **Wipe the tables clean?**

✓ **Push all chairs up to the tables?**

✓ **Put all food/drink items in proper receptacles or bags?**

✓ **Has caterer picked up any necessary items?**

✓ **Turn off the projector?**

✓ ***Would you want to be the next group to use this space?***

✓ **Turn out the lights?**