

# MARRIOTT HALL

## CONFERENCE ROOMS // POLICES & RESERVATIONS

### South Conference Room—237

This room seats 20 in a conference room style setting. It is equipped with a Purdue network computer, large screen TV with network connection, Wi-Fi, and a telephone. It is recommended to schedule a set-up if you are using the technologies in the room or allow extra set-up time to familiarize yourself.

- **You must have a Purdue login in order to use the computer**
- **If you do not have a Purdue account or laptop, thumb and/or external drive access is available in the desktop monitor.**

### HTM Foodservice

Food for conference room events can only be provided by HTM Foodservices. HTM Foodservices consist of HMT Catering, John Purdue Room, Boiler Bistro, and LavAzza. No outside vendors are allowed in Marriott Hall.

**In the event of an emergency need by HTM, your party may be moved to a nearby location.** We will do our best to avoid such a scenario, and to help us we ask that you only book the room no more than a week out. In the event your party will need to be moved, HTM staff will inform the primary contact and suggest solutions and new locations that will meet your needs.

### Room Reservations

To check conference room availability, please contact:  
Shannon Stemick, [sstemick@purdue.edu](mailto:sstemick@purdue.edu).

## General Guidelines

- Each event must have a primary and secondary contact.
- No modifications to the room or furnishings are permitted.
- Reservations are for Purdue-related, single events. No recurring events may be scheduled.
- You are responsible for your own office supplies.
- Proper clean-up after the event is required.
- Marriott Hall Hours are 8a—5p, Mon—Fri. Rooms may not be scheduled outside these hours.



# MARRIOTT HALL

## CONFERENCE ROOMS // ROOM RESERVATION FORM

### South Conference Room—237

Today's Date: \_\_\_\_\_

Department/Group Requesting: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ (Start) \_\_\_\_\_ (End)

Number of Attendees: \_\_\_\_\_ Date & Time of Set-up: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ (Name) \_\_\_\_\_ (Email) \_\_\_\_\_  
(Phone)

Secondary Contact: \_\_\_\_\_ (Name) \_\_\_\_\_ (Email) \_\_\_\_\_  
(Phone)

### HTM Foodservice

HTM Catering Services Requested—*subject to availability* (Please circle one):      YES      NO

*If yes, please indicate what kind of services you would like: Coffee & Pastries, Boxed Lunches, etc.*

*If no, you are allowed to bring up take-out from the Boiler Bistro, John Purdue Room, or Lavazza but you will be responsible for cleaning up the conference room before leaving.*

### Please note the following:

- You **must** have a Purdue login in order to use the computer.
- If you do not have a Purdue account or laptop, thumb and/or external drive access is available.

**Questions?** Please contact Shannon Stemick | 765-494-5308 or [sstemick@purdue.edu](mailto:sstemick@purdue.edu)