Conference Room Policies for Marriott Hall

South Conference Room – 237
This room seats 20 in a conference room style setting. It is equipped with a computer, projector (lap-tops may not be hooked up to the projector), Wi-Fi, and a telephone. Must have a Purdue login in order to use the computer.

Food for conference room events must come from HTM Foodservices. HTM Foodservices consist of HTM 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 shall do our best to avoid such a scenario, and to help us we ask that you only book the room during the semester you need it and request in no later than a week out. In the event your party will need to be move, Ayrielle Espinosa or another HTM personal will call the primary contact and suggest solutions and new locations that will meet your needs.

General Guidelines:

- Each event must have a primary and secondary contact person for the event.
- NO modifications or changes to the room or furnishings will be allowed.
- The Primary Contact will be responsible for ensuring that all activities taking place within the facilities meet Purdue safety guidelines.
- These rooms may be used for Purdue-related, single events. Recurring events may be scheduled, pending room availability.
- Each department is responsible for their own office supplies; i.e. paper, pens, markers, flip charts, etc.
- Proper clean-up after the event is required. If the room is not cleaned up, loss of privileges to the room may occur.

By giving the form to HTM, you are agreeing to the policies and guidelines above.

Building Access:

- Marriott building hours are 8:00 am - 5:00 pm, Monday through Friday. Rooms may not be scheduled before 8:00 am or after 5:00 pm.
- You are welcome to stop by prior to your event to arrange access to your room and check AV equipment.
- Marriott 237 Conference Room is located on the second floor and is handicap accessible.
- To check conference room availability, contact Ayrielle Espinosa, aespinosa@purdue.edu
### Marriott Hall Conference Room Event Request Form

**Today’s date:**

**Department/Group Requesting:**

**Title of Event:**

**Date of Event:**

**Time of Event:** (start) (end)

**Number of people attending event:**

*Please check room availability for advance set up.*

**Date of set-up:**

**Time of set-up:**

<table>
<thead>
<tr>
<th>Primary Contact Info.</th>
<th>Secondary Contact Info.</th>
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<tbody>
<tr>
<td>Name: _________________________________</td>
<td>Name: _________________________________</td>
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**HTM Catering Services requested:**  Yes  or  No

*If yes, please indicate what kind of services you would like: such as coffee & pastries, boxed sandwiches, etc.*

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

- **NO** modifications or changes to the room or furnishings will be allowed.
- To look at our conference rooms, please call 494-4643 during normal business hours.

For conference room reservation, submit this form to Ms. Ayrielle Espinosa at aespinosa@purdue.edu. Ayrielle will send an email to confirm reservation.

Revised 2.16.2016