MARRIOTT HALL  
**CONFERENCE ROOMS**

**Room Policies & Reservations**

**South Conference Room—237**

This room seats 20 in a conference room style setting. It is equipped with a Purdue network computer, projector, 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
- Laptop use with the projector is available—please provide your own HDMI cord for connecting; one is NOT provided.
- If you do not have a Purdue account or laptop, thumb and/or external drive access is available in the desktop monitor.

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**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.

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**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.

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**Room Reservations**

To check conference room availability, please contact: Vickie Schlene at 765-494-4643 or vschlene@purdue.edu.

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“Hospitality is not to change people, but to offer them space where change can take place…”

- Henri Nouwen.
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.

• Laptop use with the projector is available via HDMI—please provide your own cord for connecting; one is NOT provided.

• If you do not have a Purdue account or laptop, thumb and/or external drive access is available.

Questions? Please contact Vickie Schlene | 765-494-4643 or vschlene@purdue.edu