Administrative Procedure: Room Reservations

Conference Rooms

Conference rooms may be reserved by faculty, staff, or graduate students for meetings, seminars, or colloquia. Reservations are made by department secretaries and/or in by the department receptionist in Bagley.

Rooms

- Bagley 109L
- Bagley 319
- Bagley 464
- CHB 102
- CHB 239
- CHB 339
- CHB 439
- CHL 068B
- CHL 134

Classrooms in Bagley Hall

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>25</td>
</tr>
<tr>
<td>108</td>
<td>30</td>
</tr>
<tr>
<td>131</td>
<td>290</td>
</tr>
<tr>
<td>154</td>
<td>121</td>
</tr>
<tr>
<td>260</td>
<td>80</td>
</tr>
<tr>
<td>261</td>
<td>80</td>
</tr>
<tr>
<td>331A</td>
<td>30</td>
</tr>
</tbody>
</table>

CLASSROOM USE: Bagley Hall Classrooms can be reserved ONLY by the receptionist in Bagley 109 as they fall under the jurisdiction of Room Assignments (5-0540).

Mother's Room

Maternity benefits for faculty, post-docs and grad students include a "Mother's Room" located in Bagley 200J. Mothers who need to use the room must provide their own equipment. See Facilities Support for keyed access.