

**Carnegie Mellon University's
Information Networking Institute
Distributed Education Centers**

Room Reservation Policies & Guidelines

Introduction

This policy outlines the guidelines and responsibilities of all individuals and organizations utilizing the Information Networking Institute (INI) Distributed Education Centers located in the INI building on Henry Street (INI DEC) and in the Collaborative Innovation Center Room 1201 (CIC DEC).

INI relies on the integrity and careful judgment of Carnegie Mellon students, faculty, staff, as well as its outside affiliates, to maintain the appropriate use and care for the reserved spaces. INI reserves the right to change, alter, or cancel a room reservation at its discretion with appropriate notice. If you have any additional questions about the DEC's or these policies please contact INI.

Making a Reservation

For the convenience of everyone in the Carnegie Mellon community, INI has made its DEC reservation schedules public. All requests for use of a DEC are processed through an online form. Submission of the form does not guarantee a reservation. Requests are processed in the order they are received. We cannot guarantee response to requests less than 48 hours in advance.

- View public calendars for open time slots.
- Submit online request form.
- A non-refundable \$100 deposit is required to reserve one of the DEC's. Additional fees will apply for use of technology in the rooms. Fees include technical assistance from an INI DEC specialist.
- Confirmation emails will be sent as soon as your request is verified by an INI staff member.
- Each request must include a contact person who will be responsible for the event.
- 15 minutes will be added to the start and end of your event time requests to accommodate for set up and break down; so please submit times that are accurate to when your event begins and ends. If you need more time, please specify in your request form.

To view the DEC calendars, submit a reservation request, or read about applicable fees, please visit our Website http://www.ini.cmu.edu/global_outreach/dec/index.html

Guidelines

Once your DEC reservation is confirmed via email from an INI staff member, here are some important rules you will need to know:

- Room reservations are tentatively accepted one semester in advance. Requests for a DEC reservation further in advance than the following academic semester cannot be addressed due to course scheduling priorities.
- Food in the DECs is prohibited unless prearranged and *preapproved*.
- Notify the DEC specialist if any technology is not working properly.
- Return chairs, tables, microphones and other equipment to its original location in the room.
- INI is not responsible for any data saved on the computers in the DECs. Data on DEC machines is wiped clean each night.
- Guests in the INI DECs are not permitted in the back control rooms.
- We cannot guarantee requests for use of the INI DEC from outside affiliates for events that begin after 5:00PM due to accessibility. We will do our best.
- Individuals with events ending after 5:00PM *must* make sure the DEC is locked. Users may be held responsible for destruction of property that occurs when a door is left open after business hours.
- If you need to cancel your meeting, respond to the confirmation email by saying “Cancel this reservation.” If you need to change the time or date of the event, please submit a new reservation request and make a note in the ‘Special Needs’ section.