

Sherrerd Hall Conference Room Use Policy

Room 125

Room 125, seats 22. Conference table seats 14 with 8 additional chairs along wall.

Room is equipped with a white board & an automatic projection screen. (Projector must be ordered from Media Services.)

- A key can be obtained from Lisa Glass in room 105, your dept. account number is required.
- Please leave the room in the same condition as you found it.
 - Clean white board if used.
 - Raise projection screen if used.
 - Return all chairs to their proper location.
 - Make sure all garbage is disposed of.
- If food or beverages are served during the meeting
 - Clean up accidental spills immediately so the carpet does not become stained.
 - Someone from your organization must be present when the caterer arrives.
 - Coordinate with your caterer to have them pick up their service items immediately after the event.
 - Contact Willie Wilson at willw@princeton.edu or 258-4974 to arrange a cleanup service. A dept. account number is required.
- Sherrerd Hall is locked from 7pm until 7am Monday through Friday, weekends and University holidays. Please send an e-mail to Lisa Glass at lglass@princeton.edu requesting doors to be unlocked during your event. If you arrive and find the doors locked, please contact the Public Safety office at 258-5771 or 258-1000.
- If you do not need the room, please cancel your reservation in a timely manner, so that others may use the room.