

SEB Break Out Room & Conference Room

Memorandum of Understanding

Breakout Rooms & Conference Rooms have been provided for the use of Science & Engineering Building Academic Faculty, Administrative Faculty, and Graduate Students. These rooms are intended to promote research activities for small groups, in particular, project team meetings, and working sessions.

The rooms are a shared resource so users are requested to follow these guidelines:

- Respect the rights of other users by restricting use to no more than two hours. If longer accommodations are needed, please clear this at the SEB Admin Office.
- Use the rooms for genuine academic activities.
- Do not give access to any unauthorized users.
- Report any damage or misuse of the rooms to the SEB management immediately.
- Erase the white board, return the furniture to its original location, and **please LOCK the door upon exiting the room.**

What is Available:

- Twelve **BREAKOUT ROOMS** are available for interactive small group discussions which include seating for **6** and a white board. Use is **Un-Scheduled** and on a first come first serve basis.
- Three **SMALL CONFERENCE ROOMS** are available for interactive medium group discussions which include seating for **10** and a white board, NO Audio Visual installed. Use is **Scheduled** through the SEB admin office.
- Three **MEDIUM TO LARGE CONFERENCE ROOMS** are available for larger group discussions which include seating from **12 to 18**, Projector, VHS, DVD, and Laptop Connections. These rooms are on a **Scheduled** basis only through the SEB admin office.
- Call 774-4SEB , e-mail SEB@UNLV.edu, or stop by room 2102 to reserve.

Room Key:

The key issued opens **ALL** 12 Breakout Rooms and 6 Conference Rooms. A lost key may require re-keying of all 19 rooms at substantial cost so great care of the key should be taken. Only SEB occupants with the title of **Academic Faculty** and **Administrative Faculty** shall be issued a key to these Rooms. If a key is lost, please contact the SEB management immediately.

Penalties:

It shall be at the discretion of the SEB management to require the surrender of any Break Out Room / Conference Room key if the privilege is deemed misused.

Please see SEB Collaborative Space and Conference Room Policies for more details.