

ROOM SCHEDULING

(SFC Internal Staff)

In order to maintain rooms from being overbooked we have created a centralized room scheduling. If you wish to schedule a room, send your request to CCECSFC_scheduling@osu.edu

To schedule use of a room:

Please include:

- 1) Group Size
- 2) Purpose and Name of Meeting, workshop, etc.
- 3) Date of Meeting with Beginning and Ending Times
- 4) Special Needs – projector, smart board, conference phone, etc.

The request will be answered confirming your room assignment and time requested within 24 hours.

Rooms available include:

Room Number	Room Name	Capacity	Sq Ft	Availability	Tech
105	Town Square	113	1027	6-10pm	
100E	Wellness Suite				
110	Small Conference Room	8-10	210		Smart Board/Projector
120	Cafeteria	74	1140	6-10pm	Kitchen
127	Staff Lounge	4-5	306		
159	Library	30	525		
202C	CCEC Conference Room	16	190		Projector
260	University Classroom	65	1491		Smart Board/Projector

After the Meeting:

- 1) Please put all tables and chairs back in their original position.
- 2) Remove any trash and throw it away in a trash receptacle and wipe down the tables with spray provided.
- 3) If the room was locked when entering the room please make sure it is locked when exiting the room.

Guests: If you have any guests attending your meeting, activity, etc.

- 1) Please inform visitors arriving at the Schoenbaum Family Center to sign in at the front desk and receive a visitors tag.
- 2) The front desk will call to inform staff member that a guest has arrived.
- 3) The OSU staff member will meet the guest in front reception and escort them to the office/meeting.
- 4) When visitors leave they are to be escorted back to the main lobby, return their badge, sign-out, and return the hangtag, if applicable.

Parking: Please inform guests that the front desk has maps for parking.

If your meeting starts at 10:00AM or after and concludes prior to 3:00PM the OSU staff member can request a guest parking hang tag from the front desk for a visitor that allows parking in a child drop off space. **No parking** will be allowed between 6:00AM and 10:00AM or between 3:00PM and 6:00PM in a child drop-off space. Vehicles will be towed at the owner's expense.

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(Additional requirements for evening events)

NOTE: When requests are made for the Schoenbaum Family Center for 6:00PM or later, we need to know the SFC OSU staff member taking responsibility and will be present during the event. If an SFC OSU staff member will not be present during the event, the group must provide security through Ohio State University's Security & Protective Services Division. Hourly rates for FY17 (July 1, 2016 – June 30, 2017) are \$50/hr. for 1-hour, \$40/hr. for 2-hours or \$30/hr. for 3-hours or more. Rates are subject to change.

Security Checklist/Remaining OSU Staff member:

Please Ensure:

- 1) The room is free of trash and tables have been wiped down with spray and towels, provided
- 2) The room has been put back to its original arrangement
- 3) Everyone has left the building
- 4) The building is secure when exiting for the night

To schedule and use conference line:

Both CCEC and SFC staff and students are able to reserve conference lines. **To reserve:**

1. Email CCECSFC_scheduling@osu.edu and request the use of the conference line. Include the date and time in the request to make sure that the conference line is available.
2. The individual requesting use of the conference line will be the chairperson of the call.

Costs: This service is offered at no-charge for up to 1000 minutes per month. Extra minutes used over this allocation will be billed at 2.9 cents per minute. International rates apply to destinations outside the US & Canada and will be billed accordingly. You may include up to 95 participants during a single conference call.

Chairperson Instructions: As the chairperson, simply inform the participants of the date and time of the conference so that they can meet you for the call. Once you start the conference, anyone waiting on hold will automatically be added. Anyone who calls after the conference is started will be automatically added to your conference.

To initiate your conference as the Moderator:

1. Dial 1-877-820-7831 (Toll Free)
2. When prompted, enter the **Moderator Passcode 3341142#**. This identifies you as the host of the conference session. *Your conference session will not start until you have logged in as Moderator.*

To call in as a Participant:

To connect to a conference call:

1. Dial 1-877-820-7831 (Toll Free)
2. When prompted, enter the **Participant Passcode 512293#** and wait to be to be connected to the conference session.

Options: If you or your participants have any issues using your new audio conferencing account, please contact **QWEST Technical Support** directly at: **1-800-459-9519 option 2.**