

ROOM USE GUIDELINES CARMICHAEL HALL ROTUNDA (RM. 311)

The Carmichael Hall Rotunda is available by reservation for College of Education events where at least one current COE employee is in attendance and held responsible for security and damages. Melanie O'Rear in the Education Dean's Office keeps the schedule for the room. Contact her at melanie.orear@ua.edu or 348-6052.

Please abide by the following:

1. Nothing can be attached to any of the walls in the room.
2. The two antique sideboards cannot be moved for any reason. The glass tops do allow for food items to be placed on the sideboards for serving purposes.
3. Two thermostats located on the north and south walls – both have to be set the same (70-72 recommended) in order for the room to be comfortable.
4. All food and trash must be removed at the end of the event. Place all trash in the garbage cans provided in the room. Do not pour liquids in the garbage cans.
5. Table tops and surfaces should be cleaned of any food/beverage residue.
6. Notify Melanie O'Rear of any spills or stains left on surfaces after your initial attempt to clean it at the time of the spill.
7. The room must be restored to the "standard set" (see diagram below) and all folding tables, bar tables, and stacking chairs returned to the storage room and stored neatly in their appropriate locations after the event. Care should be taken when moving furniture so that there is no harm to the furniture, carpet, or walls.
8. Keys are checked in and out through Melanie in the 201 Carmichael Dean's Office. The room must be locked when not in use. For events held outside of business hours, the building must be locked and secured after the event.
9. Room users are responsible for all logistics so be sure to allow set-up and take-down time when making your reservation.

In addition to the lounge seating in place under the dome, the following items of furniture are stored in the small storage room beside the Rotunda:

- 36 stacking chairs (stacked on 3 different rolling carts of 12 chairs each)
- six 60" round folding tables folded flat and leaned against the wall in the storage room (very heavy—it takes two people to set these up and take them down)
- five bar-height pedestal tables
- five 48" round plastic folding tables folded flat and leaned against the wall in the storage room
- one wood podium with microphone and blue tooth capability (wireless mic stored with Melanie in the 201 Carmichael Dean's Office for check-out)

The standard set for the room is all occasional tables and upholstered seating centered under the dome as pictured here.

