



COLUMBIA

IRVING INSTITUTE FOR CLINICAL
AND TRANSLATIONAL RESEARCH

Irving Institute Conference Room Request Form (PH10-204)

Meeting Information:

**PH10-204 is not available on Tuesdays*

Date: _____ Day of Week: _____

Start Time: _____ End Time: _____

Department: _____

Host/Chair Name: _____

Purpose/Description: _____

Requester Information:

First Name: _____ Last Name: _____

Phone #: _____ E-Mail: _____

Individual Responsible for On-Site Arrangements/Key Pick-Up:

First Name: _____ Last Name: _____

Cellphone #: _____ E-Mail: _____

Billing Information:

Room Rate: \$250/hour)

Laptop: \$50

Polycom: \$50

IT Support: \$75 (per hour and/or setup only – **effective 7/1/23**)

Cancellation Fee: \$150 (if canceled less than (3) days prior to the scheduled meeting)

Clean-Up Fee: \$250 (if room is not left in its original condition or chairs are not put back)

Invoicing Fee: \$15 (for Outside Organizations only)

Columbia University Departments Only:

Department: _____ PC Bus. Unit: _____ Project: _____

Activity: _____ Initiative: _____ Segment: _____

Outside Organizations Only:

Organization Name: _____

Mailing Address: _____

Equipment Requested (Check All That Apply):

- ☐ Laptop (\$50 charge for use of our laptop)
- ☐ Screen Projection
- ☐ Audio Conferencing (\$50 charge for use of our Polycom)

To confirm your A/V needs can be supported, please select the A/V services you will utilize (Check All That Apply):

- ☐ Uploading Presentations
- ☐ Apple OSX Support (Must provide VGA Adapter)
- ☐ Wireless Presentation Remote Control/Laser Set-up
- ☐ AV Support (\$75 per hour / set-up - Specify details)

Other Details:

- ☐ Food by Faculty Club
- ☐ Food by Outside Vendor
- ☐ Other Details:

Responsibilities:

We are fortunate to have a first-class conference room in our facility on PH-10, which is in high demand for site visits and other health-related meetings. We are glad to share this facility with our colleagues for healthcare, business-related and academic meetings only. However, please note we are not a conference center.

1. Always keep doors to PH10-204 closed except for entering/leaving.
2. Masks on whenever leaving the room for a call, restroom break, etc., and once the meeting is finished.
3. No congregating in the entryway, hallway, or reception area. If meeting participants want to remain in the room after the meeting is over, the door must remain closed.
4. Any extra chairs must be returned to the closet or users will be charged a \$250 clean-up fee.
5. Access to the Audio/Visual booth and equipment is restricted to authorized A/V staff.
6. Users must pick up the conference room key at least one (1) hour prior to event from Admin Staff in room PH10-305. If an early-morning meeting is scheduled, the key must be picked up by 4:00 pm the day before.
7. Users must drop off the conference room key off with Admin Staff in room PH10-305, immediately after the end of the meeting. If the meeting ends after 5:00 pm, the key should be dropped off at 9:00 am the following morning.
8. Each user/group must designate an individual who will be **physically present** at the end of the meeting and, therefore, responsible for leaving the room neat, tidy, and ready for the next user:
 - Arrange 14 chairs with wheels around the table; remaining chairs along the walls; extra side chairs are returned to the rear, right-hand closet.
 - Turn off lights, shut the windows and lock the door.

We are happy to provide this space to the CUIMC community. Please work with us to protect and preserve this resource so that it continues to serve the CUIMC community for years to come.

Thank you for your understanding and cooperation.

I, _____ (requester's full name), hereby confirm that I have read the "Responsibilities" of the Irving Institute PH10-204 conference room request form and understand that it describes the conduct and behavior expected of me as an end user of this space.

Signature

Date