FAU College of Medicine Support Center

Room Reservation Spaces and Policies

Christine Clevenger - 2019-09-09 - COM Facilities

Room Reservation Spaces Available to the College of Medicine

Please note that rooms with an asterisk require approval.

Space Name	**Capacity**
Charles E. Schmidt College of Medicine (BC71)	
100- Lobby*	40
101 – Small Group Room*	10
101 A – Small Group Room*	10
107 – Small Group Room*	10
107 A – Small Group Room*	10
109 – Small Group Room*	10
109 A – Small Group Room*	10
114 – Small Group Room*	10
114 A – Small Group Room*	10
123 – Conference Room*	30
126 - Classroom*	115
128 Classroom*	72
130 Classroom*	32
214 – Meeting Room	10
314 – Meeting Room	10
115 - Kaufman Lounge*: Not be available for reservations M-F 8-PM/available for events after 5pm M-F only for COM groups. Must email COMReservations@health.fau.edu	22
Office Building 1 (OB104)	
219 – Conference Room*	8
223 – Conference Room*	16
Physical Science Building (PS55)	
348 - Research Laboratory	14

Sent on behalf of the Dean's office 8/12/2019

The Dean's Office has established a policy that all events run in COM space involving external audience must have a faculty or staff sponsor as the responsible coordinator. That faculty or staff sponsor must be the one requesting room or lobby reservations, parking arrangements, tables/chairs, etc. The faculty or staff sponsor must also attend the event/events or designate another faculty or staff member to attend. This is especially important for weekend and afterhours events. We need to ensure the safety and security of all occupants of COM buildings and all attendees of these events. Please contact Deb Bradley (dbradley@health.fau.edu) or Autumn Mreczko (Amreczko@health.fau.edu) if you have any questions.

Please note that the new furniture in classrooms 128 & 130 is designed to allow a specific number of students and facilitators in each room. We therefore ask that you please do not move chairs from one room to the other. If you need additional chairs in the Gelb auditorium for a special event, please submit a ticket to COMFacilities@health.fau.edu and we will assist with bringing in chairs from other areas or ordering folding chairs from Physical Plant. The PBL rooms have also been assigned a specific number of chairs. If you move chairs from one to another for a special class, please make sure you return them immediately after the class.

*****Please NOTE*** for security reasons, the College of Medicine building 71 will be on lockdown from 7:00 pm to 7:00 am. No one will be able to enter the building after 7 pm unless they have authorized College of Medicine OWL card access. Please make sure your group is notified so they can all be inside before 7 pm. They are of course welcome to stay until your event is over. Please be aware that the building's security system automatically notifies the police station if any doors are propped open after 7 pm. The police will immediately come to the building to check for security breaches. Thank you for your cooperation!**

- Tags
- Conference Rooms
- EMS
- Room Reservations