

## **Guidelines for the Use of the Greenblatt Conference Room**

The Greenblatt Conference Room serves the dual role as Augusta University Historical Collections display space and as a comfortable and attractive conference room.

Augusta University and Augusta University Health faculty and staff may schedule Augusta University meetings and other small events in the room. This room is not a study room.

Food and drinks are not allowed except by special arrangement with the Historical Collections Archivist.

The room must remain locked when unoccupied (during breaks, before and after meeting, etc.).

Donated materials and artifacts on display from the estates of Dr. Robert B. Greenblatt must not leave the conference room.

For each reservation, someone must be designated as the responsible person for maintaining reasonable oversight of the room and its collections.

### ROOM INFORMATION

Capacity:

- With Tables: 18
- Without Tables: 30

Facilities:

- Conference room table that seats 12; can break down to 2 semi-circle and 2 rectangular tables
- Phone jack
- Internet jack (must request activation)
- Electronic Whiteboard (upon request)
- Portable projection screen (upon request)