

Compton Science Center Events Guide



Reservations

Reservations requests should be directed as follows:

- For 2nd and 3rd floor atrium areas, classrooms, conference room, and Compton 330 computer lab, please enter requests through Scheduler or contact Linda Steele at x4137.
- For laboratory spaces, requests should be directed to the individual science departments.
- For the Science Discovery Center, requests should be directed to Nick Wilson (ndwilson@frostburg.edu).
- For the Compton 101 training laboratory, requests should be directed to the Office of Human Resources (x4105).

Space Capacities

The following are capacities for the various spaces in Compton Science Center:

- 2nd floor atrium – 80 for banquets and 125 for setup as is (no tables and chairs).
- 3rd floor atrium – 30
- Classrooms:

Room	Capacity
224	74
226	120
327	74
328	28
358	28

Event Setup

Tables and chairs required for events should be requested through FSU Physical Plant using their online request system:

http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp).

A podium with microphone is also available for use and can be requested through Physical Plant as well.

Appendices A and B include floor plans of the 2nd and 3rd floor atrium areas that can be used for submitting layouts with your online setup requests.

Catering and Food Policies

General building policy prohibits food inside the classrooms. Food can be set up in the 2nd floor atrium and 3rd floor lobby areas for events. Catering should be arranged through Aramark at x4152.

Technical Support

Rooms 224, 226, and 327 are fully equipped with laptop, projection equipment, sound system, DVD and VCR. Rooms 328 and 358 have ceiling-mounted projectors only. Any individual

booking an event in Compton must be trained in the proper use of the equipment prior to the event. To arrange for training, please the Center for Instructional Technologies at x4353.

Housekeeping

Compton Science Center housekeeping staff work between the hours of 6:30AM and 2:30PM. If you have an event during the semester, especially during the evening hours, your group will be responsible for either:

- arranging for extra housekeeping through Gary Love in Physical Plant (x4044); or
- ensuring general cleanup of the area before the start of classes the next day.

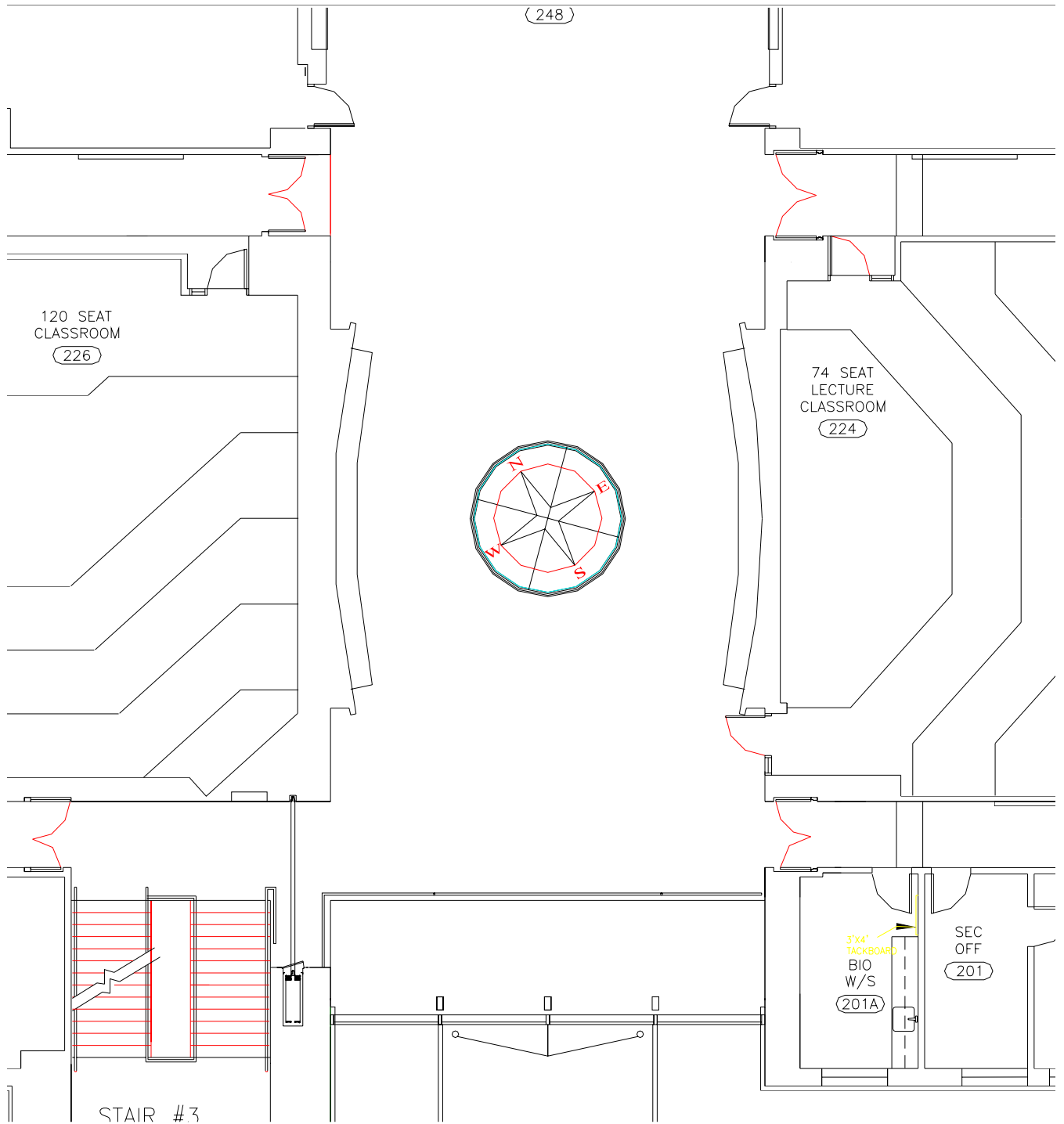
Building Hours and Security

Normal building hours are Monday-Thursday 7AM-7PM and Friday 7AM-5PM. For events occurring outside of these hours, the individual booking the space is responsible for contacting University Police to arrange for the building to be opened and/or secured.

Contact for Questions

For additional questions related to policies or event setup, please contact Linda Steele at x4137.

Appendix A Compton 2nd Floor Atrium Floor Plan



Appendix B
Compton 3rd floor Atrium Floor Plan

