



Cahill Hameetman Auditorium FACILITY USAGE POLICY

The Hameetman Auditorium is the primary classroom for large classes in astronomy and astrophysics (e.g. Ay1, Ph101). Events that conflict with these classes or with the weekly astronomy colloquium may not be scheduled.

1. TYPES OF EVENTS PERMITTED

Events of educational and scientific interest, such as: lectures, seminars, meetings, workshops, conferences, classes, and student organizations events. Related receptions and food/beverage service are possible utilizing the outdoor patio space. Events scheduled in the auditorium are not to disrupt the normal business, activities, and flow of traffic in the Cahill building, which is a vibrant center of astrophysical research.

Reservation Policy:

- 1) Those with offices in Cahill – Reservation requests accepted up to 1 year in advance with acknowledgment that classes must be accommodated first if a conflict arises.
- 2) Other campus or IPAC groups - 9 months in advance for a summer recess or academic year weekend reservation, 6 months for academic year weekdays with a reservation after 6:00pm. Reservation requests during business hours (8am-6pm), 6 weeks in advance for academic year weekdays.
- 3) Outside groups and JPL - 6 months in advance for summer recess or academic year weekend reservation, 3 months in advance for academic year weekdays with reservations after 6:00pm. Reservation requests during business hours (8am-6pm), 6 weeks in advance for academic year weekdays.

2. CHARGES

No charge for use of facilities to campus personnel.

The facility should be left in good order after use.

Cleanup fees charged if additional custodial or landscape cleanup is required.

Repair fees charged accordingly for damages.

Charge for use by non-campus sponsored personnel, \$300/day.

3. WEEKEND USE

The auditorium is available for Saturday and Sunday use. Cahill Administration will arrange for building opening and closing. Access is permitted to the auditorium and patio only, not to the library or other areas of the building.

4. CATERING AND CLEANUP

Patio catering is permitted by campus or non-campus caterers. Extra trashcans are required (to be furnished by user or caterer). After the event any trash bags other than in the trashcans should be placed in the dumpsters (west building exit). No boxes or bagged trash is to be left in the building or on the patio. The indoor library may not be used for food service and cannot be reserved for events. Please do not prop open the exterior doors to the front porch area

or especially the back patio area as this disrupts the temperature equilibrium in the rest of the building. There is a strict **no food or drink** policy for the auditorium.

5. NETWORK

Wireless network access is available in the auditorium via the Caltech guest network. This is sufficient for most users though some may find a need to activate VPN.

6. AUDIO/VISUAL

There is a mounted LCD projector with connections at the podium in the front of the auditorium. Users may use laptops to connect. Connection instructions are within the podium. Instruction is available upon request; please call x4671.

Overhead projectors are available, but need to be arranged in advance.

You may use Caltech Audio/Visual Services for audio and visual needs. Contact them for fee information.

There is one 6-foot folding table located in the auditorium and one in storage. Additional stacking chairs are available in the library kitchen and auditorium storage room.

7. FOR ADDITIONAL INFORMATION

Reservations may be requested using the online reservation form:

http://wikis.astro.caltech.edu/groups/cahill/wiki/be816/Cahill_Conference_Rooms.html

*Please contact Gina Armas, gma@astro.caltech.edu, and x4671, for additional information.

8. CAMPUS MAP

<http://www.caltech.edu/map/Caltech-map-20090923CO.pdf>