

## CAHILL Meeting Rooms & Policy

- Auditorium (called "Hameetman")	seating: 147	
- room 126 (COO)	seating: 14	14 = (10 around table) 10 task chairs/4 black plastic
- room 204 (SRL)	seating: 14	14 = (10 around table) 10 task chairs/4 black cushions
- room 211 (Radio/MM and back-up classroom)	seating: 10	16 = (12 around table) 12 task chairs/4 black plastic
- room 219 (primary class room, formal seating)	seating: 16	(16 classroom style) 18 task chairs/5 black plastic/8 blue cushion/metal (32 non-classroom)
- room 273 (Space Astrophysics)	seating: 10	14 = (10 around table) 9 task chairs/4 grey plastic
- room 304 (SUBMM, formal classroom seating) no doors	seating: 20	20 = (14 around table) 12 task chairs/4 black plastic
- room 312	seating: 18	18 = (18 around table) 16 task chairs
- room 319 (TAPIR) Lounge	<i>informal seating</i>	<i>6 black plastic/2 large black leather/4 grey cushion</i>
- room 370 (Formal Boardroom)	seating: 28	28 = (20 around table) 18 task chairs/9 black cushion

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## POLICY

**Cahill conference rooms are to be used solely by Cahill occupants and their invited guests.**

Proposed scheduling authorities:

- 126 - COO
- 204 - SRL
- 211 - Radio/MM
- 219 - Ay E.O.
- 273 - SAL
- 304 - ObsCos
- 312 - TAPIR
- 319 - TAPIR
- 370 - Ay E.O.

**126** COO group meetings, informal building meetings. Videoconferencing available.

**219** Priority users: Astronomy classes other than Ay 1. Videoconferencing available.

**211** Designated as the backup classroom in case of class scheduling conflict in 219.

**204, 211, 273, 312** Confidential meetings (e.g. Faculty meetings, admissions committees, search committees, etc.) There are 25 professorial faculty members in the building. It is suggested that two of these rooms (e.g. 211 (small) and 312 (large)) have such meetings as priority usage. Videoconferencing available in 312.

**Room 304** (no doors) non-confidential meetings.

**Room 319** TAPIR lounge -- informal discussions.

**Room 370** Boardroom -- Priority users: Internal observatory or large collaboration meetings, generally involving guests from other institutions. Videoconferencing available.