



Ming Hsieh Board Room
Ronald Tutor Hall (RTH 526)
(213) 821-4085

Policies and Procedures

General Policy: The Ming Hsieh Board Room in Ronald Tutor Hall may be reserved for high profile meetings, events and conferences sponsored by recognized groups affiliated with the USC Viterbi School of Engineering. Reservations are made on a first-come, first-served basis and must be made at least two weeks prior to the event. The Office of the Dean has ultimate approval authority of all requests and reserves the right to cancel scheduled events or conferences at any time.

Fees: There is no charge for use of the Board Room. However, other fees may apply. (See Liabilities section below.)

Reservations: Reservation requests shall be made with the front desk of the Dean's office at 213-740-7832.

The following information is required:

- Date of event:
- Title of event:
- Purpose of event: (meeting, lunch, reception, etc.)
- Event participants: (deans, corporate executives, etc.)
- Number of persons
- Time of event: (including setup and cleanup)
- Setup/equipment needs:
- Food/beverage needs:
- Name, department and contact number of on-site sponsor:
- Name

Change in Reservations: Changes affecting room, dates, setup/equipment needs, and/or special details are accepted, pending availability. Please notify the front desk of the Dean's Office at least two (2) working days prior to the event and provide contact information of person requesting room(s).

Signs: Signs for events may be displayed. However, signs, banners or decorations must not be affixed to any wall surfaces.

Access: Access may be obtained from the Dean's office front desk.

Special Needs: The Board Room is made available as is. It has seating for 32 around a large conference table. An additional 12 chairs can be left in the room for users to arrange according to their needs. Furniture removal and rearranging is not allowed unless written approval by the professional movers or USC Facilities Management Services. It is imperative that the tables are not dragged on the textured carpet, as the legs will break. At the end of the event, the furniture must be configured to the default layout.

It is the responsibility of the person or group requesting the reservation to arrange for catering and food services, and likewise to provide for any extra tables, chairs or furniture beyond that which is already in the room.

Equipment Needs: The Board Room is equipped with audio-visual equipment. Please contact Jason Dziegielewski at (213) 740-3492 for operation procedures. All equipment must be turned off before leaving the Board Room. This equipment includes:

- an LCD projector
- a speaker system
- a videotape player
- a DVD player
- an overhead projector, and
- a wireless microphone
- a laptop

Lost Articles: The Dean's office will not be responsible for equipment or personal items left in the Board Room. Items found will be returned to the front desk in OHE 200.

Smoking: In accordance with the University of Southern California policy, smoking is not allowed.

Cleaning: This includes the following:

- clean kitchen after each use
- wipe down surfaces where food and beverages were served
- do not store any leftover food or beverages

Liabilities: Persons or groups using the Board Room are liable for any damage or loss of materials sustained during the event. This includes any carpet cleaning expenses due to food or beverages spilled by the user group and any repair or cleaning expenses for equipment that is misused by the user group. If repair or cleaning is required due to misuse, the user's department will be responsible for the expenses of all repairs.