Life Sciences Research Building (LSRB)
Conference Facility Usage Policies

1. Room reservations may be made by contacting the Life Sciences Building Manager, Jessica Moran, at 437-4414 or jemoran@albany.edu.

2. All events will be scheduled with consideration of the scientific purpose of the building, as not to disturb building research.

3. Room reservations should be scheduled to include set up and clean up time.

4. Life Sciences conference space shall be reserved for scientific and technological related events and lecture series hosted by the departments of building residents. Recognizing the building and its residents as citizens of the University, exceptions to this policy may be made with permission from the College of Arts and Sciences (CAS) Dean’s office.

5. Building residents have priority to reserve conference space. Only the CAS Dean’s office, building residents and their home departments may book events before the following dates:
   - Fall semester: before July 15
   - Spring semester: November 15
   - Summer semester: March 15

6. For Life Sciences related events there will be no charge for academic events such as dissertation defenses, graduation, group work for scientists, meetings for tenants and departmental meetings of two hours or less. Fees may be incurred for extraordinary set up or cleaning when food is served.

7. Conference space is not to be used for casual gatherings, such as lunches, or Friday afternoon socials. These types of informal gatherings should take place in faculty workstation areas, tea rooms, the courtyard or the common area on the second floor outside of the D’Ambra auditorium.

8. During the academic semesters the D’Ambra is scheduled through the Registrar for classroom use. Remaining availability may be requested through the Life Sciences Building Manager approximately two weeks into the semester.

9. No student group events will be allowed in the building.

10. Events that are collecting an admission or registration fee will fall under the “For Profit” room rental rate.

11. Events which may incur additional fees (see LSRB Conference Room Rental Rates) include those which are:
   - Outside of regular business hours, which are Monday-Friday, 8:00am-5:00pm.
• Serving food.
• Require significant set up.
• Require a technician.

13. LSRB Management reserves the right to determine which events require supervision or a technician. Events interested in video conferencing will require the presence of a technician.

14. Room capacities are not to be exceeded. Room limitations, such as seating, are not to be exceeded. Life Sciences staff will not be responsible for accommodating requests which exceed capacity.

15. Room renters shall review room specifics prior to events. Special needs, such as technological set up, furniture arrangement, or signage will be communicated to the LSRB Manager at least 48 hours in advance. Life Sciences staff cannot guarantee last minute arrangements.

16. Room renters will notify the LSRB Manager of cancellation at least two weeks prior to the date of the scheduled event, or be responsible for any costs incurred.

17. For on campus renters, an account number is due to the LSRB manager prior to the event. For off campus renters, 50% of fees are due two weeks prior to the event, the remainder of which is due no later than 30 days after the event.

18. Life Sciences management will reserve the right to make available other public areas of the building, such as the courtyard and atrium areas, for concurrent use by another user. If a room renter is interested in using such adjacent public spaces, arrangements should be made for the additional space at the time of room reservation.

19. Materials belonging to users will not be accepted for delivery by LSRB staff without prior arrangements.

20. LSRB Management should be informed when an event is to be catered, as well as when there has been furniture ordered from an outside vendor.

21. If renters are interested in reserving “back up” space (ex. rainout of the courtyard), they will be charged one half the rental rate of the additional space.
SAFETY:

1. All expenses for ambulance service or emergency room charges at a hospital will be the responsibility of the person so treated.

2. Security services are provided by the University Police Department (UPD). In an emergency, the UPD can be contacted at 442-3131 or by dialing 911 from any campus phone.

3. Fire emergencies should be reported to the UPD. If you see a fire, please pull the nearest fire alarm and evacuate the building. Fire Safety at the University is administered by the Office of Environmental Health and Safety (EHS). They may be reached at 442-3495. For a complete University Building Evacuation Guide, contact EHS.

4. Propping of fire doors to stair towers and other containment areas is prohibited.

CODE OF CONDUCT:

To ensure the quality of the use of the Life Sciences Research Building and to promote a safe and positive atmosphere for users, building tenants, faculty, staff and students shall abide by the following code of conduct:

1. All persons shall act with respect towards other persons, their privacy and safety.
2. Physical or verbal abuse of any kind will not be tolerated.
3. All persons shall treat public and private property and equipment with respect.
4. University and Life Sciences policies shall be observed at all times.
5. All visitors in the facility should be mindful that research, activities and events may be taking place and should avoid those spaces being utilized and should behave in an appropriate and respectful manner.
6. All persons in the facility should be mindful that the common areas within the facility are available for use by all unless prior arrangements have been made.

Life Sciences management has the authority to enforce the terms of this code. Failure of any person to abide by this code may result in disciplinary action including removal from the facility.