

# College of Liberal Arts and Social

990 W. Fullerton STE 1300 Reservation Information

**Room 1300 is a *self-service* event and meeting space, i.e., technology, set-up and clean-up are all managed by the reservation holder, and there is no college or university-level support for these functions. By booking this room, you certify that you will manage your reservation accordingly.**

## **Technology**

Room 1300 has flex modality. ***Unlike classrooms and university-wide conference rooms, there is no technology support for this room.*** If you are unfamiliar with this technology, it is highly encouraged that you book a separate “30 minute preview” time through the Bookings site. This should occur prior to your official reservation, and will allow access to the room to review the directions and familiarize yourself with the modality. If you are familiar with this modality, please review the technology information to ensure the process is similar to past experiences.

## **Set-up**

There are 24 stackable chairs, seven flip top dark grey tables and two flip top light grey tables. All tables flip down and nest for optimal storage. If you do not need all the tables and chairs, feel free to push them into the corners or push them behind the main desk in the foyer of STE1300. They should not be moved into either dedicated office space.

Please refer to the set-up guide for possible configurations of space. ***Set-up is the responsibility of the reservation holder.***

## **Catering**

The University catering policy applies to this room and Chartwells is the catering provider for all events. LAS units must adhere to the College’s catering guidelines. The reservation holder is responsible for all necessary orders, set-up, extra tables, extra linens, etc. Chartwells does not bring their own table, so the reservation holder should utilize a conference room table, unless they order an extra table from facility ops. While Chartwells staff will remove the items from the main catering table, they will not clean-up the meeting space. ***Clean-up is the responsibility of the reservation holder.*** The room must be completely clear of garbage, except for anything directly on the catering table.

There is a space in the main foyer of STE1300 where catering may be placed. This allows for extra room within the conference room area. The light grey flip top tables are ideal for this set-up.

## **Access**

Your unique punch code to enter STE1300 will be sent via email prior to your reservation. The sender address is [LAS1300@depaul.edu](mailto:LAS1300@depaul.edu). If you do not have a code two business days before your event, please contact [LAS1300@depaul.edu](mailto:LAS1300@depaul.edu) and CC [mbench@depaul.edu](mailto:mbench@depaul.edu).

*Failure to comply with these guidelines will result in removal of future booking opportunities.*

