

## Building Checklist for Person's Reserving Meeting Rooms

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### Laura Lee Blanton Student Services Building

The Laura Lee Blanton Building is primarily a student services building providing services to students from Enrollment Services, the International Center, SMU-in-Taos, and the Office of Information Technology. Although rooms are available for use by SMU faculty and staff, **the building does not provide staff assistance with a meeting or event held in Blanton outside of normal business hours or throughout the length of a reservation.** Therefore, it is important that persons reserving space in the Blanton Building pay close attention to this checklist.

#### BUSINESS HOURS for Blanton Building

8:30am to 5pm

Monday through Friday

when the University is open

- Make sure that you have adequately and clearly explained your requirements for the space reserved before the event with the Blanton Facility Coordinator (person taking your reservation). Blanton staff will not be available to make changes at the time or during the meeting/event. Make sure that Facility Coordinator knows your requirements prior to your event. The Blanton Facility Coordinator will arrange or assist you with air conditioning/heating, lobby lights, and opening/closing of the building but will not be available outside of regular business hours. It is the responsibility of the person making the reservation to request any of these services when the reservation is made.
- The audio/visual equipment is controlled by computers built into the podiums in each meeting room. Presentations can be downloaded from a flash drive or accessed through your electronic mail through Webmail. If the presenter must use his/her laptop, it must be reflected in the reservation and is at his/her own risk. Laptops are not compatible with the Blanton equipment in all cases. Whether or not a laptop is used, it is recommended that the presenter runs through the presentation at a time during business hours and not immediately prior to the meeting/event to make any needed adjustments. The day of the event, no staff will be available to assist with the audio/visual equipment.
- VERY IMPORTANT for building and user safety – if participants will need electrical connections (i.e. for laptops other than at the podium), this must be requested in the reservation including type of equipment to be connected and the number of connections needed. Event coordinators MAY NOT connect to electrical outlets. The Facility Coordinator will provide power strips for participant use and plug the strips into the outlets in the room.
- Furniture and/or other items may not be taken from other rooms or the lobbies. Furniture in the lobbies are for visitors to the Blanton Building and are not to be moved.
- No food or beverages may be brought into the Blanton rooms except by SMU Catering. Make sure that your reservation includes any tables needed for catering. Catering staff arrive early if food is needed at the beginning of the event. Give the Catering Manager a contact phone number for someone they can reach prior to and during the day of the event who knows what has been ordered and how the catering is to be presented.
- After the event, it is the responsibility of the sponsoring group to collect all trash, put it in bags (provided by the building), and leave the bagged trash in one location outside the doors of the room used.
- If you encounter problems during the event: (on campus telephone are located outside of 112 and 108)
  - Heating, air conditioning, or lighting problems – call x83494
  - Non-emergency for SMU Police – call x83388
  - Emergency for SMU Police – ONLY USE ON CAMPUS TELEPHONE – call 911
    - 911 calls from campus phone are routed to SMU Police and will provide a quicker response.
    - 911 from cellular phone or any non-campus phone will be routed to Dallas and will slow response as it is sent to University Park and then to SMU Police.

- When preparing to leave the event:
  - All audio/visual equipment should be turned off. Instructions are available and performed through the touch screen on the podiums.
  - Turn off lights in meeting room (lights are near the doors to each room).
  - If using the Blanton Building after normal business hours, check exterior doors to ensure that they are locked and secure. If doors are not secure, contact SMU Police at non-emergency number to inform dispatch that doors are not secure.
  - Check to make sure that no one is left in the building.
- Under no circumstances prop an exterior door. You should instruct your guests to enter through the door designated for your meeting/event. The only entrance that will be unlocked for events outside of regular business hours is the southeast door to the 1<sup>st</sup> floor

Groups will be charged for any damage that occurs from the meeting/event and/or if the space is not left in the manner it appeared prior to the event. Groups failing to follow Blanton Building policy may lose the privilege of reserving space in the future. All policies and procedures can be obtained in 212 Blanton or by emailing [damonw@smu.edu](mailto:damonw@smu.edu).

We appreciate feedback related to your event in order to insure that each function is the best it can be. Send comments to Damon Wilkins, [damonw@smu.edu](mailto:damonw@smu.edu).

If you have any questions, please call Stanley Stubblefield at 214.641.6471 or Damon Wilkins at 214.403.0198.