ETB ROOM REQUEST

- Please schedule rooms a minimum of 2 weeks in advance.
- Room request communication will be regularly emailed on Thursdays.
- Urgent requests will be handled on a case by case basis as time allows.

Class Rooms Available are: 1003-30 seats, 1035-38 seats, 1020-80 seats, 1034-Stadium 70 seats, 1037-Stadium 90 seats

To Schedule ETB Class Rooms AFTER 5PM M-F and non-Football GameDay weekends
  - SUBMIT this Room Request to etbroomrequest@bme.tamu.edu
  - Andy Deuel or Elizabeth Kerr-Woller will confirm your event.

Or to Schedule ETB Class Rooms 8AM-5PM, M-F. Contact the Registrar: http://registrar.tamu.edu/
Or to Schedule the ETB LOBBY, SUBMIT this Request to Cheryl Kocman: ckocman@tamu.edu

Please do NOT move the Lobby Furniture. Thank you!

Name, Email, Ph#:
Group Name:
Advisor Name, Email, Ph#:

Time Start/End: Number of People:

Event DAY:
Event Date:

EVENT DESCRIPTION

WHAT IS YOUR CLEAN-UP PLAN, BECAUSE EVERYONE NEEDS A CLEAN-UP PLAN:
  - A Satisfactory clean-up plan would involve you bringing your own additional trash cans/trash bags for your event, dumping your trash in the ETB loading dock dumpster (southeast corner of building) and involve you resetting/straightening the room/furniture, wipe-down tabletops (clorox wipes work great), sweep/vacuum as needed. Yes many groups have their own simple vacuum. All this is necessary before you leave the room for the next visitors. Thank you.
  - An Unsatisfactory clean-up plan would be leaving food /trash in the room and overstuffing room/lobby trash cans for the next room/lobby visitors. Also leaving room/furniture dirty/crumby and disorganized would be unfair to the next visitors.

My CLEAN-UP PLAN is:

IMPORTANT Room Request Instructions/Information

WITH your Email Confirmation in hand do the following:

1) Check-out an ETB Class Room KEY after 1PM the day before your event from Elizabeth Kerr-Woller in BMEN Office 5011 or Barbara Slusher at BMEN Reception Area 5045.

2) ‘Leave the place better than you found it.’ FOOD & Excess trash goes to the dumpster in loading dock (southeast corner of building).

3) Return the ETB Class Room key to Elizabeth Kerr-Woller (BMEN Office 5011) or Barbara Slusher (BMEN Reception 5045) before 11AM the Next weekday after your event(s).

Interesting Notes about ETB

- Per Semester/Class Room Event Requests will be received AFTER the Registrar has set class schedules, typically for Fall after July 1; for Spring after November 1; for Summer after April 1.
- Emerging Technologies Building is Open 7AM-6PM, M-F.
- For special events ETB Entry Doors will be unlocked 15 minutes before – 15 minutes after the event start time then the regular Open/Closed schedule will resume. All day events may require more door scheduling.