

# 654 Minnesota Huddle Room Guidelines

There are 7 huddle rooms located throughout the 2<sup>nd</sup> Floor available for EVERYONE's use:

Huddle Room #	Phone # (415)	Projector/Screen	White Board
201	476.7763	Yes	Yes
211	476.4886		Yes
211A	476.4884		Yes
213	476.4867	Yes	Yes
248	476.7878	Yes	
249	476.7856		
255	476.7883	Yes	

These rooms are unscheduled and should be used for impromptu smaller and short-term meetings. Doors are to be left open, your items should be removed, room cleaned, and the lights off to signify availability.

## User Responsibilities

### Room Set Up/Clean Up

Please include extra time for setup and cleanup when reserving your room. Users are responsible for returning the room to the pre-existing setup once your meeting has concluded, including chairs.

### Equipment

Each room is outfitted with equipment necessary for its intended use. Please consider the basic logistical and technological needs of your meeting and use the appropriate room.

### Refreshments

Light refreshments may be served in each room, provided that proper care is given for cleanup, etc. Trash and recycling should be placed in appropriate receptacles.

## Reporting Concerns with Huddle Rooms

Please report any concerns you may have regarding a huddle room at <https://654minnesota.ucsf.edu/content/report-conference-room-issue>

***\*These rooms are not intended for eating your lunch in them.***