PROCEDURES FOR RESERVING ROOMS AND FACILITIES IN VUSE BUILDINGS 
(FGH, Olin, SC)

1. VUSE professors, departmental administrators, and TA’s acting for professors: If you wish to reserve space for academic activities such as alternate examinations and help sessions please contact Ms. Michelle Fernandez in 104 FGH, 343-8061. There will be no fee if no special services are involved.

2. VUSE professors and departments requiring space for non-academic activities such as conferences and workshops should first contact the office of Reservations and Events at 322-2448, http://www.vanderbilt.edu/reservations/. They will contact Michelle on your behalf. The room rental fee will depend upon the activity. You will also need to make the appropriate arrangements for set-up, clean-up, catering, and other food services and additional fees may apply.

3. VUSE student groups recognized by Vanderbilt: If all the group needs is a meeting space, the faculty adviser should contact Michelle directly. If special services (set-up, cleaning, catering, late-night activities) are needed, the faculty adviser should contact Reservations and Events. The same fee policy will apply as in (1), above.

4. All non-VUSE groups and individuals should go through Reservations and Events. They will be charged a room rental fee. If they seek a fee waiver, Reservations and Events will work through Michelle, who will consult Janiece Harrison and Art Overholser.

VUSE personnel should contact Linda Hurst for assistance with routine set-up and audiovisual needs. If you have activities that will require additional housekeeping, please contact Lewis Saettel.

Janiece Harrison and Art Overholser
Office of the Dean of Engineering
February 23, 2010