

McFadden Conference Rooms Reservation

McFadden Conference Rooms:

- McFadden 102 (small room in front of McFadden)
- McFadden 105 (aka “Noble Tiger”)
- McFadden 106 (aka “Banks McFadden” large room with big TV)

Calendar Parameters:

1. There is no modification of anyone else’s events.
 - a. For example, do not delete an event other than your own. Do not change the start or end time of an event other than your own.
 - b. Feel free to touch base with the existing scheduler to alter location/time, but do not remove/delete.
2. Do not create recurring events without prior approval from Jordy or Keshana. Email jkirr@clermson.edu or ham@clermson.edu for this request.
3. Be accurate and mindful of the timeframe you are reserving.
 - a. For example, do not block off a conference room from 8am-12pm when the reality is that the meeting is scheduled to last from 9am-11am and no setup or breakdown is needed.
4. Clearly label “Subject” of the Appointment with your name & purpose of use of room/meeting
 - a. Appointment Subject example on McFadden 106 Conference Room Calendar,
 - i. “Jordy Kirr- Peach Delivery Pick-up”