**HSAS&F T-269 Conference Room   
Reservation and Usage Guide**

*HSAS&F Director’s Office will ensure the optimal and proper reservation and use of its conference room resource, T-269. However, it is the responsibility of all users in Health Sciences units to follow proper room request procedures and maintain the cleanliness of the space.*

* Requests to use T-269 must be sent to the HSAS&F Director’s office via the online usage request form.
* HSAS&F Director’s Office and HSAS&F units have top priority on using this room and reserve the right to override existing reservations for events deemed significant.
* Reservations are available to all other HS units at large on a first-come, first-served basis.
* Users should notify the Director’s Office via email as early as possible for any meeting cancellations.
* Food and beverages are allowed in the room, but users must take proper care to maintain cleanliness by removing trash, clean off tables and spills, etc.
* Keys to the room can be obtained from Health Sciences Building Management & Security in T-283.