

Classroom Reservation Guidelines

University College is proud of the Lissa and Cy Wagner Hall facilities. As stewards of these public spaces, we want to continue to make them available to other departments and student organizations.

To help care for the technology and facilities, we ask your cooperation with the following:

- 1** The classroom furniture is the only furniture in the building that can be moved. If your group moves the classroom furniture, please return it to the locations in which it was found.
- 2** Please do not move the furniture in spaces other than the classrooms (i.e., the atrium, study rooms, or the Savoie Lottinville lounge).
- 3** Do not unplug or rearrange any of the technology in the classroom. If you want to connect a computer to the classroom projector, use the connector on the desk's laptop computer, then return it afterwards.
- 4** If food is brought in for an event, empty all the trash cans into the dumpsters on east side of the building. If plastic bags are available, please replace them in the trash containers.
- 5** If food is brought into the classroom, please clean the tables so they are ready for the next group.
- 6** Do not hang anything on the walls using either push pins, tape etc.
- 7** Recycling is encouraged. Place all plastic, paper or cans in the appropriate recycling containers in each classroom or the recycling containers by the first or second floor rest rooms.
- 8** Do not move the walls in the first floor classrooms. It takes special equipment and training to move the walls without damaging them. Please be aware that these walls are not built or intended to support weight.

Your cooperation and assistance are appreciated!

We want to maintain the building in the best possible condition for use by all.

Contact information: wagnerhall@ou.edu (Messages are read 8-5, Monday through Friday.)