

MEMORANDUM

TO: Students, Faculty and Staff

FROM: John Sobieski

DATE: Fall 2006

SUBJECT: Pride and Preservation

The College of Law facility is a wonderful asset. Properly cared for, it will be a valuable resource and a source of pride to the Law School for a long, long time. I am writing to ask you for your help this semester in carrying out our responsibilities as stewards of this building.

- 1. Food and Drink Policy.** No food or beverages are permitted in any of our classrooms, or carpeted public areas of the building, including the Law Library, with the exception of drinking water only in the classrooms. Also, please help to keep the Commons, hallways and other public areas free of empty cans, food wrappers, etc. by appropriately disposing of them in either a recycling container or a trash can.

- 2. Instructional Equipment.** The law school has a limited inventory of audio visual equipment that is available for classes and other activities. If you need equipment, contact Jeff Groah in the Law Library at Ext. 4-6731 or LaVaun Browder in the Dean's Office at Ext. 4-2521. Requests for equipment must be made at least 48 hours in advance. **Note: Please do not move any portable equipment from a classroom or any other area without consulting with Jeff or LaVaun.**

Smart Podiums. Smart Podiums have been permanently installed in Classrooms 12, 237, 242 and 338. These podiums are high-tech support systems which enable the use of a variety of media (print, video, computer, etc.) for classroom presentations. If you wish to use a smart podium, please contact Jeff Groah in the Law Library at Ext. 4-6731. First-time users will need training and should contact Jeff to set up a training session.

Please Note: Do not disconnect any of the components of the smart podiums. If there is a problem with one of the podiums, please contact Jeff Groah or LaVaun Browder.

- 3. Furniture Set-ups in Classrooms and Public Areas.** Please maintain appropriate furniture arrangements in classrooms, and keep the public areas free

of tables, chairs, etc. that are not being used. If you need to rearrange the furniture in a classroom for a particular purpose, please move it back to its original configuration when you're done.

Please do not remove podiums, tables, chairs, etc. from the classrooms, and move them to any other area in the building. If you need a podium, tables, chairs, etc. for a special classroom set-up, meeting or event, please contact LaVaun Browder in the Dean's Office at Ext. 4-2521, and she will coordinate those arrangements with one of our student assistants. Requests for special furniture set-ups must be made at least 48 hours in advance, particularly if it involves a classroom set-up, to ensure that we have a student assistant available to move the furniture, and that there is timely access to the room before and after the class.

4. **Tables.** Tables are available from the Records Office for activities sponsored by officially recognized law student organizations, and for other organizations with the approval of the Assistant Dean for Student Affairs. Tables should be set up in the Commons and the Galleries, and not in the rotundas. Please do not sit on the tables. If you need stack chairs, please contact the Dean's Office.
5. **The Furniture.** The building is furnished with good-quality tables, chairs and casual seating. Please take care of them. Again, the tables are especially vulnerable. If we don't sit on them or put our feet up on them, they'll last, and look good, a lot longer.
6. **Posting Announcements, Notices, Etc.** Notices of meetings, events, etc. and other signs should be posted only on bulletin boards and easels in the Commons and the Galleries (the long halls that connect the two rotundas). Easels are available from the Records Office and the Dean's Office, but please return them promptly when you're done with them. Notices should not be posted on any walls, woodwork, or the pillars in the rotundas.
7. **Smoking.** The College of Law building is a smoke-free facility.

- 8. Outside Users of the Building.** Some of the classrooms in our building are available for regular use by the University, for scheduling non-law classes, meetings and other events. Other academic departments and administrative units on campus also call the Dean's Office directly to reserve rooms in our building for meetings and special events. The Dean's Office makes every effort to inform outside users of our policies. If you observe any uses of the building inconsistent with any of these policies, please contact the Dean's Office.

Thank you very much for your help and cooperation.