

## Chapman Hall Regent's Room (CHA 211) – Reservation Guidelines – Fall 2021

As of **November 8, 2021**, the Regent's Room is open to new reservations. Please note that while every effort will be made to accommodate your reservation, room renovations are slated to continue through the Spring 2022 semester making some dates and times unavailable.

New policies have been implemented regarding use of the Regent's Room. Review the below information thoroughly to best understand how you can make a reservation and what to expect when using the renovated space. Should you have any additional questions, please contact Carolina Svendsen in the Office of the Chancellor (carolina@uwm.edu, 414\229-4117 or 4331).

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To reserve the Regent's Room, please **email Carolina Svendsen in the Office of the Chancellor** at [carolina@uwm.edu](mailto:carolina@uwm.edu). Requests are processed as received. Please be advised that the Regent's Room is solely managed by the Office of the Chancellor; **should the Chancellor's Office need the room during a time you are booked your reservation will be canceled.** On this rare occasion, you will be informed as soon as possible.

Once your Regent's Room request has been received and processed, a calendar invitation will be sent to you from the CHA211 (Regent's Room) calendar account. If all information is correct, please ACCEPT the calendar invitation; this is the final step in the confirmation process and has been added to ensure both parties have accurate record of the reservation. A daily schedule of confirmed meetings is posted each day outside of the Regent's Room.

As of November 1, 2021, the Regent's Room has been outfitted with all new technology including: AV with web meeting (Teams/Zoom) capabilities, 98" display monitor, speaker/microphone bars, wireless presentation system, podium touch panel control, and more. If your meeting plans to use this provided equipment – or if you have specific questions about the abilities of the provided technology prior to your meeting – please contact Classroom Services (x2382) directly to inquire/arrange for AV assistance for your meeting. Classroom Services is the Regent's Room's primary source for technical help, and we ask that you prepare appropriately as Chapman Hall *does not* have an in-house Tech Support team. Please also refrain from disconnecting any equipment or adjusting the settings on any technologies when using the Regent's Room.

The Regent's Room currently has 27 chairs and a maximum room capacity of 49 people. Should you need additional seating, you/your department or unit is responsible for providing and removing the pieces you bring in. New furnishings including chairs, movable tables, window treatments, and other organization pieces are expected in Spring 2022.

Finally, in effort to maintain a healthy and safe workplace, **you/your department or unit will be responsible for tidying and wiping down and/or arranging for the Regent's Room to be cleaned when your meeting is over.** A spray bottle with disinfectant cleaner and paper towels is provided in the room for use on table tops and chairs that have been used. Should your meeting be catered, please make arrangements to clean the space afterwards, alerting Facility Services (x6466) to any excess trash removal or other additional cleaning needs. If you have need to move the furniture, we ask you please move it back to the standard formation of 4 tables (parallel, separated) – three with 7 chairs, one with 6 chairs. **Should the room be left in questionable condition, the Office of the Chancellor will be in immediate contact with the individual who confirmed the reservation to discuss concerns.**



***Guests using the Regent's Room are required to follow campus policy for pandemic health and safety.*** You can view the Interim Covid-Related Health & Safety Policy (SAAP 10-12) here: <https://apps.uwm.edu/secu-policies/storage/other/SAAP%2010-12.%20COVID%20Health%20and%20Safety%20Policy.pdf>