

In order to reserve a meeting space at ESSIC, you must submit a Room Reservation Form to Chanae Hayes, Financial Research Coordinator t (chayes20@umd.edu , 301-405-5557 or essicfrontoffice@umd.edu).

Your meeting must be scheduled to take place during ESSIC regular office hours: 8:00am-5:00pm, Monday through Friday (except holidays). ESSIC entry doors automatically lock after 5:00pm and do not unlock until 8:00am the next week day. Only authorized ESSIC employees with access cards may enter the facilities outside of regular office hours. Additionally, in the event that a UMD early closing and/or delayed opening conflicts with your groups meeting time, you may be asked to reschedule your meeting or adjust meeting times accordingly.

Please note: the submission of a Room Reservation Form does not guarantee that your reservation will be approved. You will receive a confirmation of your reservation from Chanae Hayes after your Room Reservation Form has been evaluated and approved.

Once your reservation has been confirmed:

1. If your group will need setup of IT equipment (audio/visual equipment, conference phone, group Wi-Fi, etc.) for your meeting, please place a detailed request or “ticket” with our IT Help Desk using the following link: [ESSIC IT Support](#). If you have any additional questions pertaining to IT equipment available in our meeting spaces, please contact our IT Help Desk Coordinator, Luther Clark, at lclarkjr@umd.edu.
2. Please note that storage of personal items/luggage in the ESSIC lobby area or other shared spaces (kitchen, lounge, etc.) is prohibited.
 - o **Note:** Please request a designated storage space for your group from Chanae Hayes if you anticipate that attendees may bring luggage with them to the meeting.
3. Please refrain from moving furniture into or out of meeting spaces, except as agreed in advance with Chanae Hayes.
4. Please refrain from using any tape, wall-putty, or any other adhesive on the walls of meeting spaces.
5. Please note that ESSIC does not provide food/refreshments, dishware, utensils, or cleaning supplies to groups for events held in ESSIC facilities and plan accordingly.
6. Your group is responsible for cleaning up after your event. **Please leave all spaces used by you and your group in the way that you found them.**
7. We request that the logistics coordinator of each group make a logistics announcement to the group at the beginning of the meeting regarding the items listed above as well as the following items:
 - o Location of restrooms (to the right of the reception desk)
 - o Location for luggage storage (if one was reserved)
 - o Please remind your attendees to refrain from loud conversations in the lobby and hallways, as ESSIC employees may be working nearby