

# School of Human Environmental Sciences Erikson Room (128 Erikson Hall) Guidelines

## Guidelines for Use of the Erikson Room

The Erikson Room (128 Erikson Hall) was renovated in 1986 as a special project of the then College using gifts from alumni and friends. The room is a memorial to Dr. Statie E. Erikson who served as professor, dean, and researcher from 1923–1958. In 2007, the Erikson Room was renovated to include new furniture, and new projection equipment was installed during the summer of 2015. The Erikson Room accommodates up to 50 people.

1. First priority for use of the Erikson Room shall be given to faculty, administration, alumni and organizations of the School of HES/College of Agriculture, Food and Environment for the purposes of holding meetings, programs, special events and other official functions related to the School or College.
2. No function shall be approved for personal or private use of individuals or groups.
3. The room includes equipment similar to a smart classroom. A conference call phone is also available. If use of the equipment is required for your meeting or event, please contact Brian Fitzpatrick (102E Erikson Hall or 257-9408) at least two weeks prior to your event to arrange for setup. Before using the smart classroom podium for the first time, please arrange a time for training with Brian. Technical support is available only during regular office hours.
4. It is up to the individual(s) to set the room up in the manner they desire and then to return it to the original setup.
5. The Erikson Room shall be reserved through the Office of the Director by submitting the online reservation form accessible at: <http://hes.ca.uky.edu/content/erikson-hall-room-reservation-form>. Questions can be addressed to 257-3887 or 257-1648.
6. The adjoining kitchen may be used by groups reserving the Erikson Room. Each group will need to provide their own food, beverages and supplies. Individuals and groups using the kitchen shall leave the kitchen in a clean and orderly condition.
7. Access to the room shall be arranged through the Office of the Director. After hours use is only available for groups coordinated or advised by faculty and/or staff within the School of Human Environmental Sciences. Keys and access cards will be signed out only to the appropriate faculty and/or staff member.
8. In the event any damage is incurred (e.g., stains to carpet, etc.) the sponsoring group may be charged a fee for cleaning, repairing or replacing the damaged property.
9. The Director may (after consulting with the group's contact person) relocate the group to another facility in the School if it becomes necessary to make better use of available space in the School.
10. An individual or group who knowingly or maliciously violates these guidelines may be denied future use of this or other facilities in the School of Human Environmental Sciences.
11. If you need to cancel a room reservation or if your time changes, please notify Xana Plum or Ruth Cremeans AS SOON AS POSSIBLE. This will allow the space to be available for other groups or functions.

# School of Human Environmental Sciences Research and Extension Computer Lab

## Overview and Guidelines

- The Research & Extension Computer Lab in 208 Erikson is available to any HES faculty member, FCS Extension specialist or associate or graduate assistant working on a research project with HES faculty.
- The computer lab is to be utilized as a temporary resource center and not as an office or study facility. Usage of the lab should be scheduled in advance by submitting the reservation form accessible at <http://hes.ca.uky.edu/content/erikson-hall-room-reservation-form>.
- ***Availability without advanced scheduling cannot be guaranteed.*** Priority will be given to scheduled events and classes.
- Available Software: SPSS, Microsoft Office 2010 (Word, Access, Excel, PowerPoint, One Note, Outlook and Publisher), Adobe Acrobat, Endnote, Adobe Design Suite, NVivo (1 computer) and Food Processor (2 computers).
- To gain access to the computer lab, please see Brian Fitzpatrick in 102 Erikson Hall or Ruth Cremeans in 107 Erikson Hall. Graduate assistants will be issued a one-time use key card for entry to the lab.

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