

Plum Creek Conference Room
204 Nutting Hall

Policies & Procedures

1. All use of the Plum Creek room must be reserved/documented on the calendar system. Reservations can be made through either the Department of Wildlife, Fisheries, and Conservation Biology (WFCB) or School of Forest Resources (SFR) front office. Room preference is for groups of 12 or more people.
2. Room access will be on a first-reserved basis. Room reservations for events by organizations not resident in Nutting Hall shall be made no more than 30 days in advance of the event.
3. The room will be locked when not in use.
4. The Plum Creek room will not be used for regularly scheduled classes. However, it can be used for the portion of courses that involve guest seminar presentations, capstone presentations, etc.
5. Remote controls for the overhead display and the audio control system will be placed in the Plum Creek Conference room. Directions for its use, and the control system, are available by the control system. In case a remote is not working, back-up remote controls will be available in the SFR or WFCB front office. If the remote is not in the room, the previously-scheduled group will be responsible for determining the location or purchasing a replacement.
6. After each use of the room, the organizer(s) are responsible for the following:
 - Return the furniture to one of the two “base” configurations (seminar-style or meeting-style).
 - Clean any trash, paper, or meeting materials and pick up the room (please leave it in better condition than how you found it).
 - Erase whiteboards.
 - Turn off the overhead projector.
 - Turn off the audio control system.
 - Turn off lights and lock the doors.

Note: Windows are to remain closed to allow the heat pump to regulate room temperature and humidity.