

**HAMEETMAN CAREER CENTER
RESERVABLE SPACE
RESERVATION AND USAGE GUIDELINES**

Note: Posting of any kind is not allowed on any wood or molding in the interior or exterior of the Hameetman Career Center.

Patio

- Career Services, National Awards and Pre-Health Advising have priority in the space; The Master Calendar Office will work closely with the HCC Operations Manager to ensure appropriate usage
- If a space usage request results in a situation that requires resolution, the Associate Vice President & Executive Director for the Hameetman Career Center will make the final decision
- All space requests will be submitted through the Master Calendar at least 10 business days in advance (standard protocol); later requests will be considered as possible
- The standard furniture configuration supports flexible events; changes must be requested six weeks in advance and must be supported by and requested through the HCC Operations Manager or Associate Vice President & Executive Director for the Hameetman Career Center – charges will apply
- Outside groups must contact Conference Services, conference@oxy.edu; a fee will be charged to off campus users.

Conference Room

- Career Services, National Awards and Pre-Health Advising have first priority in the space; usage by departments located in AGC have second priority, including Office of the President, Institutional Advancement, Human Resources, Marketing & Communications. The Master Calendar Office will work closely with the HCC Operations Manager to ensure appropriate usage.
- If a space usage request results in a situation that requires resolution, the Associate Vice President & Executive Director for the Hameetman Career Center will make the final decision.
- Room set-up and seating configuration is the responsibility of the department reserving the space. Food may not be set up on the cabinets located under the large screen TV.
- All space requests will be submitted through the Master Calendar at least 10 business days in advance (standard protocol); later requests will be considered as possible.
- The Conference Room is internal to the Career Center and is available for Oxy community use by reservation between the business hours of 9:00 am – 5:00 pm weekdays only.