

## **Policies**

Classroom Layout: All classrooms are set in the format based on the placard posted in each classroom. Seating layouts vary from class to class. Some layouts are in the [standard classroom setup](#) i.e. all tables facing the same direction, two columns with four rows; some classrooms the tables are set up in a [rectangular ring](#). Faculty or event guest/staff may alter the setup to fit their accommodations, however, at the end of the event or class period, we ask that the room be restored to official layout as posted on the room placard, (the map/placard is usually located in each classroom posted at the rear of the room on the bulletin board or by the doorway).

Event Setup: These will be completed based on the information provided by the requestor when they log into and complete the [room/reservation form](#). Please note any specific table length needs (6', 8' etc.), including number of tables and chairs.

## **FAQ's**

### ***My event requires furniture setup. What should I do next?***

The [Room Reservation form](#), used for event and class space reservations, includes a newly redesigned section for special furniture requests. You will be prompted to provide detailed event setup information and a diagram as part of your room reservation request. If your event requires setup in multiple rooms, please email detailed setup instructions and a diagram for each room to [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu). ESS will gather event setup information and forward it to Facilities. The Building Services Coordinator will reach out to you if there are any questions on how the request should be completed.

\*Furniture setup requests will need to be submitted one week ahead of your event, and any requests with less than a week's advance notice may not be fulfilled. Please plan accordingly.

### ***I have an office or classroom furniture request. Where should I start?***

All furniture-related requests should be directed to Facilities at [facilities@mcad.edu](mailto:facilities@mcad.edu). This includes requests for new furniture, as well as maintenance, repairs or moves of existing furniture in classrooms, studios, workshops, and offices throughout the college. The Building Services Coordinator will reach out to you if there are any questions on how the request should be completed. New furniture requests are subject to budgeting approval by the requesting department Vice President.

### ***I need help moving a large piece of furniture or equipment?***

Please email [facilities@mcad.edu](mailto:facilities@mcad.edu) with a detailed description of the item to be moved, i.e. office or studio location of where the item is and destination of the desired location where it is to be moved to. The Building Services Coordinator will reach out to you to set a date and to ask any other questions that may arise based on the request.