

Heller School Building Use Policy

We welcome use of our classrooms, breakout rooms, and conference rooms by the University community.

You can reserve Heller space for meetings and events by emailing the Heller Events Team at hellerevents@brandeis.edu.

You must work with Conference and Events (C&E 6-4300) for set-up, clean up, and any other special needs for your event. Food and beverages should be ordered through C&E/Aramark. There is a requirement for custodian coverage for any food served.

Each *classroom* has the Brandeis standard audio visual equipment built in. *Breakout rooms* each have a screen and DVD/VCR but you must bring your own laptop computer. *Conference rooms* have no audio visual equipment. A trained person connected to your event must be in charge of using the equipment. **The Heller Events Team will not be responsible for handling your technical needs or resolving technical issues.** Media Services may charge a nominal fee for use of the building's equipment and, if you need training, contact Media Services in advance of your event. If additional AV equipment is needed, contact Media Services at x6-4632 during the planning stage of your event. **In the rooms that have microphones you can only use one microphone at a time (i.e. you cannot use the handheld and wireless mic at the same time).** **Also microphones should not be moved from room to room.**

Plan to be here at Heller during the set up to make the event go smoothly. If your event is in the evening or on the weekend you are responsible for notifying Public Safety Mike Walsh mjwalsh@brandeis.edu for building access, and Bill Bushey bbushey@brandeis.edu for temperature control.

Questions welcome to the Events Team at hellerevents@brandeis.edu.