Use Guidelines for 321 Altgeld Hall (Commons Room)

You should have already:
  o Confirmed date(s) with Tori Corkery (263 Altgeld, corkery@illinois.edu)
  o Confirmed date(s) with Mark Drennan (221 Altgeld, drennan@illinois.edu) if hotel rooms are needed

To obtain access:
  o See Aaron Brewer (273 Altgeld, ambrewer@illinois.edu) to reserve the room
  o See Paula Luesse (273 Altgeld) to obtain a key

To order food and beverages (recommended at least one month in advance):
  o See Laura Owen (conferences, 221 Altgeld, lowen@illinois.edu) or Ann Byers (all other events, 221 Altgeld, annbyers@illinois.edu)
  o NOTE: NO CATERERS deliver to this room; so you need to pick the items up or have them delivered to 273 Altgeld Hall

To use existing coffee and tea equipment:
  o Steps to make tea: HALF HOUR BEFORE EVENT:
    o Take the large metal water urn from the lower cabinet
    o Take the colorful tin (the base of the urn) out of the closet and put it on the long table under the wall clock
    o Fill the urn with water to the line on the interior
    o Place the urn on top of the tin
    o Plug the urn in the wall socket under the wall clock
  o Steps to make coffee:
    o Ask staff in Undergraduate Office (313 Altgeld Hall) for access to the coffee packets
    o Pull out the basket on the coffee maker
    o Insert one filter and pour in one bag of coffee grounds
    o Secure the basket in the machine
    o Take an air pot, and insert a pump if one is not already on it
    o Place the air pot under the basket on the coffee maker
    o Fill the clear pitcher with water to the black line
    o Slowly pour water into the coffee maker using the grate on top
    o Be sure air pot is aligned with the drip

Rearranging the room for event:
  o This is fine, as long as you move the furniture back when you are done.

Following the event, YOU must:
  o return the furniture to original layout
  o clean up the coffee pot
    o wash the coffee air pots and leave the lids out to dry
    o wash center pumps from air pots and leave on the paper towel-lined tray on the microwave
    o empty the coffee basket and wash it
  o be sure trash is in the trash cans
  o be sure spills are cleaned up
  o put all leftover napkins, creamer, sugars, paper towels, etc. back in the closet
  o close and lock windows
  o turn the lights are off and close the door tightly, being sure both locks are set
  o return the key to Paula Luesse

*If you have questions while planning for your event, contact Laura Owen (conference) or Ann Byers (non-conferences) in the Business Office.