

Use Guidelines for 321 Altgeld Hall (Commons Room)

You should have already:

- Confirmed date(s) with Tori Corkery (263 Altgeld, corkery@illinois.edu)
- Confirmed date(s) with Mark Drennan (221 Altgeld, drennan@illinois.edu) if hotel rooms are needed

To obtain access:

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

To order food and beverages (recommended at least one month in advance):

- See Laura Owen (conferences, 221 Altgeld, lowen@illinois.edu) or Ann Byers (all other events, 221 Altgeld, annbyers@illinois.edu)
- 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:

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

Rearranging the room for event:

- This is fine, as long as you move the furniture back when you are done.

Following the event, YOU must:

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