

Office of Global Education and Office of Global Services

Conference Room Policy

Car Barn 230

The OGE/OGS Conference Room, Car Barn 230, is available for reservation by current Georgetown students/staff/faculty for groups of two or more. Reservations must be made by a user with a Georgetown University email address.

Availability

- The conference room is open Monday through Friday, 9:00AM to 5:00PM.
- Priority will be given to OGE/OGS events.

Room Information

- Maximum capacity: 35 people
- AV equipment: computer and projector. Users may bring own laptop and connect to projector.
- Tables: 10 ; Chairs: 45.
- Tables can be easily moved, folded, and stored if not needed. Be sure to secure table top if in use.

Reservations

- Reservations must be made at least one week prior to event date and no more than four weeks prior to event date.
- Reservations are taken on a first-come, first-served basis.
- Cancellations must be made 24 hours in advance of event start.
- Users can reserve up to a maximum of three hours in one calendar day. Please allow 15 minutes each for setup and cleanup (30 minutes total).
- The Reservation Request Form can be accessed [here](#).

User Rules

- Food/drink is permitted in the conference room.
- Users must leave the room as they find it or may be prohibited from reserving the room in the future.
- Users are permitted to use only the conference room, and are not permitted to use any other facilities in the OGE/OGS suite (e.g., staff offices, kitchen, Welcome Center furniture or computers, etc.).

- Users are responsible for their personal property at all times and should never leave items unattended. OGE/OGS are not liable for loss or damage to personal property.
- The OGE/OGS Conference Room is an alcohol and smoke free zone.

Check in Procedure

- Please check in at the OGE/OGS front desk 15 minutes before event start time and retrieve the conference room key.
- Unlock the conference room and bring the key back to the front desk.
- If you have any technology or equipment questions, please direct them to the front desk or call 202.687.7972.
- Please make sure that you return the key to the front desk before you leave.