

Clarkson Gallery Use Policy

The Clarkson Gallery, 111 ST-F, and the adjoining conference room, 119 ST-F, are reserved separately. Reserving one room does not mean that the other room has been reserved.

All School of Journalism faculty and staff can use the Clarkson Gallery on a first-come, first-served basis. Reservation requests must be made to the dean's office. The Clarkson Gallery will not be used as a regularly scheduled classroom.

Scheduling Requirements

The Clarkson Gallery must be reserved **five business days in advance** through the dean's office.

The approximate number of attendees, room and chair setup and media needs is required when making a reservation. The number of chairs available is 24 – 36. Tables are not available. Dean's office authorization is required for table rental.

Immediate notice is required in the event of a cancellation.

Meeting Refreshments and Responsibilities

Food and drink are permitted in the Clarkson Gallery. Users are required to clean and straighten the room after each use.

Access to Media Equipment

Please contact Cade Cruickshank (ccrui@ku.edu) or Anthony Whaley (awhaley@ku.edu) to discuss media needs and setup.

Conference Room 119 ST-F Use Policy

All School of Journalism faculty and staff can use the Clarkson Gallery on a first-come, first-served basis. Reservation requests must be made to the dean's office. The conference room is available Monday – Friday, 8 a.m. to 5 p.m., and after hours if a faculty advisor is present. **The room must be locked after each use.**

Scheduling Requirements

The conference room must be reserved **five business days in advance** through the dean's office.

The approximate number of attendees and media needs is required when making a reservation.

Immediate notice is required in the event of a cancellation.

Meeting Refreshments and Responsibilities

Food is not allowed but drinks are permitted in the conference room. Users are required to clean and straighten the room after each use.

Access to Media Equipment

Please contact Cade Cruickshank (ccrui@ku.edu) or Anthony Whaley (awhaley@ku.edu) to discuss media needs and setup.