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| **READ THESE POLICIES BEFORE**  **SCHEDULING rooms FOR RESEARCH**  **Scheduling and Using Room/Lab Space in Weyerhaeuser**  **Read these policies before scheduling rooms/labs for research.**   1. **You *must* have IRB or DRB approval and instructor’s approval** before submitting room scheduling requests. Consult with your instructor regarding obtaining special equipment that you might need. 2. A block of rooms has been reserved for **Research Night(s) on *Wednesday, April 3, 2019, Monday, April 8, 2019 and Thursday, April 11, 2019 from 5 pm – 9 pm.*** Schedule in person with Nancy Beers, the Administrative Assistant in the Psychology Department, WEY 307A. 3. **If you have to cancel** a confirmed room reservation, please contact Nancy Beers (WEY 307A or nbeers@pugetsound.edu). 4. **All labs must be locked when not in use**.  Between 8:30 a.m. - 4:30 p.m., you may request that Nancy Beers (WEY 307A) unlock Weyerhaeuser rooms/labs that have been scheduled. Security will be contacted automatically for rooms scheduled after 5 p.m. when you reserve rooms with [classroomreservation@pugetsound.edu](mailto:classroomreservation@pugetsound.edu) or Nancy Beers. 5. **If you rearrange a room**, you must return the furniture to its original position before you leave. 6. **Hallway furniture must be returned** to its original position if you’ve moved it. 7. **Do not remove** journals, books, equipment, or other materials from any lab. 8. Do not create hallway obstructions that interfere with regular class activities. 9. **No eating in labs** and please clean-up after your experiment is complete**.** 10. Quiet, please. Excessive noise interferes with classes and/or creates disruption in faculty offices.   **Useable Spaces and Contact(s)**  **Research Night:** A block of rooms has been reserved for Research Night(s) on Wednesday, April 3, 2019, Monday, April 8, 2019 and Thursday, April 11, 2019. To reserve those rooms, schedule in person with Nancy Beers (WEY 307A).  **Campus Classrooms**: To reserve a classroom for experiments **not being conducted on Research Night,** Email [classroomreservation@pugetsound.edu](mailto:classroomreservation@pugetsound.edu). Be sure to include dates and times needed for reserving the room in your e-mail.  **WEY 318E & 318 ABCFG Cubicles & WEY 320 & WEY 407 (computer labs):** To reserve these rooms **Outside of Research Night** contact Nancy Beers in WEY 307A. | | | | | |
| **Research Night Wednesday, April 3, 2019**  **5:00-9:00 pm** | | | | | | |
| **Date** | **Room** | **Time** | **Capacity** | **Computer lab** | **Electronic** | **Instructor Approval Required** |
| Wednesday | WEY 217 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Wednesday | WEY 218 | 5:30-9:00 pm | 36 person |  | Computer/Projector |  |
| Wednesday | WEY 318(E,A,F,G,B,C) | 5:00-9:00 pm | n/a |  |  |  |
| Wednesday | WEY 319 | 7:30-9:00 pm | 18 person |  | Computer/Projector |  |
| Wednesday | WEY 320 | 5:00-9:00 pm | 18 person | 15 Computers | Computer/Projector | Yes |
| Wednesday | WEY 401 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Wednesday | WEY 402 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Wednesday | WEY 407 | 5:00-9:00 pm | 20 person | 16 Computers | Computer/Projector | Yes |
| **Research Night Monday, April 8, 2019**  **5:00–9:00 pm** | | | | | | |
| **Date** | **Room** | **Time** | **Capacity** | **Computer Lab** | **Electronic** | **Instructor Approval Required** |
| Monday | WEY 217 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Monday | WEY 218 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Monday | WEY 318(E,A,F,G,B,C) | 5:00-9:00 pm | n/a |  |  |  |
| Monday | WEY 319 | 5:00-9:00 pm | 18 person |  | Computer/Projector |  |
| Monday | WEY 320 | 5:00-9:00 pm | 18 person | 15 Computers | Computer/Projector | Yes |
| Monday | WEY 401 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Monday | WEY 402 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Monday | WEY 407 | 5:00-9:00 pm | 20 person | 16 Computers | Computer/Projector | Yes |
| **Research Night Thursday, November 12, 2018**  **5:00-9:00 pm** | | | | | | |
| **Date** | **Room** | **Time** | **Capacity** | **Computer Lab** | **Electronic** | **Instructor Approval Required** |
| Thursday | WEY 217 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Thursday | WEY 218 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Thursday | WEY 318(E,A,F,G,B,C) | 5:00-9:00 pm | n/a |  | Computer/Projector |  |
| Thursday | WEY 319 | 6:30-9:00 pm | 18 person |  | Computer/Projector |  |
| Thursday | WEY 320 | 5:00-9:00 pm | 18 person | 15 Computers | Computer/Projector | Yes |
| Thursday | WEY 401 | 7:30-9:00 pm | 36 person |  | Computer/Projector |  |
| Thursday | WEY 402 | 5:00-9:00 pm | 36 person |  | Computer/Projector |  |
| Thursday | WEY 407 | 5:00-9:00 pm | 20 person | 16 Computers | Computer/Projector | Yes |