

Available Space, Resources and Information for Agricultural Economics

Following is a list of Department resources that are available for use by faculty, staff, and students unless otherwise stated. These resources can be reserved via e-mail by selecting **AGECO-Head Office** from the Outlook address.

Conference Rooms (210F, 301, 309E, 372) – Will be unlocked from 8:30 a.m. to 4:30 p.m. M-F. You can reserve the conference rooms by contacting the Department Head's office. After hour usage of conference rooms is also available and key must be picked up by 4:45 p.m. Keys are required to be returned by 8 a.m. the following morning. **Conference rooms are not to be used as classrooms.**

Project Room (387) – This room is for special projects that may have durations from a few days to 3 or 4 months. The use of the room requires approval from the DH office.

Student Worker Office (210V) - This space is available for student workers on payroll. Limited desks are available where students can be housed per semester.

Weston Sales Education Program (209) - Open 24/7 for student study, but reserved for Friday Coffee at 10 a.m. and special events.

Equipment (camera, laptop, projector and conference phone)

Department Business Visitor Parking (spaces – 9644 and 97033) - Users will reserve spaces by calling the Head office, this also includes after hour use.

University Business Permits (B) - Available in Head Office. Contact Business Office regarding scratch-off permits. Permits are not for student use.

Make-up Exam Room (210X) - Contact Graduate Office (AGLS 213) to reserve.

After Hour Classroom Usage - Contact the Undergraduate Office.

Learning Center (208) - Available to AgEco Undergraduate students from 8 a.m. to 5 p.m.

Maintenance – Report all Department maintenance issues to the Head office or send an email to valnoyes@tamu.edu.

Holiday decorating - In order to maintain a professional atmosphere and eliminate the possibility of damage to the doors and other aesthetics, following are the Department holiday decorating rules - Decorations for the month of December are allowed on the sidelight (glass panel) of your office and office suites. Decorations are to be removed and cleaned before the Holiday break. During any other time of the year, decorations should only be displayed in the office/suite interior.

In addition, electric candles and other devices used to infuse our senses with fragrance is pleasing to some, but not to all. Be considerate of others who may have allergies and sensitivities to these fragrances and refrain from using.

Catering or Deliveries – Right click on vendor map for all deliveries and catering events. If parking is needed for a catering vehicle, please reserve a **Visitor Parking** space as noted above.



Vendor Map.pdf