

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 **AE-Head Office** from the Outlook address.

Conference Rooms (210F, 301, 309E, 372) - Users will pick up the key and return the key immediately following use of the room. After hour usage of conference rooms is also available and key must be picked up by 4:45 p.m. As a courtesy to other users, keys are required to be returned by 8 a.m. the following morning. **Conference rooms are not to be used as classrooms.**

Project Rooms (210X, 387) - Rooms are for special projects that may have durations from a few days to 3 or 4 months. This requires an approval form obtained through the Head Office.

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

E-Lab (209) – Open 24/7 for student study. Reserved for Friday Coffee (9-11). May also be reserved for other uses or special events.

Equipment (camera, laptop, projector and conference phone)

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 (364) - Contact Undergraduate Office to reserve a space when needed.

After Hour Classroom Usage - Contact the Undergraduate Office.

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

Catering or Deliveries – Right click on vendor map for all deliveries and catering events. Parking for caterer, call Head office for information.



[VendorMap.pdf](#)

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

Department rules for 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.