

BPS Room 1425 Policy

Room 1425 BPS is a conference room shared by MSU Physiology (PSL) and Microbiology and Molecular Genetics (MMG) departments. This conference room should not be used for any academic courses. Please submit all class-related requests through [Classroom Scheduling](#).

First preference for reserving the room goes to PSL and MMG, followed by other BPS MSU departments, MSU departments, MSU groups/faculty and then non-MSU groups. If PSL or MMG need the room and it is reserved, then PSL/MMG may ask the group to reschedule. When there is a conflict, it is the responsibility of the person reserving the room to contact the group originally scheduled during the conflicted time.

For MSU departments or groups who book the room, there is no usage fee. However, if equipment is found broken, or if the room needs cleaning after the group has used the room, then the department using the room will be billed for the expense. Therefore, a valid MSU account number must be provided before the room can be reserved.

For non-MSU entities, a \$100/day usage fee will be charged, along with any fees associated with broken equipment or if the room requires cleaning after usage.

Recurring events (same day/time each week) may be reserved for a maximum of 15 weeks (one semester). After 15 weeks, a new reservation is required. Recurring events are not guaranteed.

Evening and weekend use will be limited to MSU groups only. Requests are simply that; there will be no guarantees that these requests will be approved.

A form for each reservation must be completed and submitted online:

[Room 1425 Reservation Form](#)

On the day of use, the room must be returned to the way it was found. If tables and chairs are moved, they will need to be returned to their original position. When departing the conference room, please turn off the projectors and all lights. Lastly, please make sure the room is locked when you leave.

NOTE: In the room, there is a desk top PC connected to the AV system that may be used for presentations. It is suggested that the speaker bring his or her presentation on a thumb drive. A lap top may be connected to the system to use, however, not all lap tops are compatible, especially MACs. We do not have all of the HDMI connectors available for MACs – so it is important that the speaker bring the correct HDMI connector if using an Apple-brand device.