

Genrich-Rusling Room

The Genrich-Rusling Room is currently only available for use by the Warner School community and for University-wide or special education-related community events with a Warner School faculty or staff host. We want to be able to maximize the use of this facility to support the Warner School mission, to ensure that it is available for spontaneous Warner events and activities, and to maximize its availability to Warner students as a quiet study space.

Unless an event is in progress, this space should be locked at all times, available to the Warner School community by ID swipe access.

Reservations

- Please contact rooms@warner.rochester.edu for reservations.
- All reservations will be subject to the school priorities as administered by the Dean's office.

Room Preparation and Use

- Maximum capacity of the room is 88.
- Clear access aisles need to be maintained at all times.
- Only University-approved caterers will be allowed to service events in the Genrich-Rusling Room.
- No tape, pins, tacks or nails of any kind may be used on walls or wall surfaces in the Genrich-Rusling Room.
- Any furniture removed from the room must be safely stored in the associated storage room.
- Please minimize the moving of furniture as much as possible to reduce damage.
- Users are responsible for paying service costs associated with their activity, including but not limited to: AV, special staffing, parking, environmental services, facilities setups, trash outs, catering, and equipment

rental. There may be special housekeeping charges for events scheduled on Friday evening or weekends.

- Use of candles is prohibited.
- No red drinks (including wine) may be served.

Audio Visual Equipment

- The Genrich-Rusling Room is equipped with two 80" TV displays connected into an accessible control panel. There is no laptop.
- For equipment or support for an event scheduled Monday-Thursday, 8am – 8pm or Friday 8am – 4:30pm, please contact the Warner School IT Department at 270-1870.
- For events at other times, reservations need to be made through University Event Support http://sa.rochester.edu/sao/event_support/.

Return to Use

- *All users are responsible for returning the Genrich-Rusling Room to the default configuration immediately following the event. A diagram of the standard set up is posted in the room and attached.*
- All tables should be cleaned in the room, and before returning extras to storage.
- All blinds should be raised and drapes opened.
- All food waste should be removed from the room.
- All doors to the room should be locked.

