

## DESIGN ROOM GUIDELINES

Please email [designrm@pitt.edu](mailto:designrm@pitt.edu) a few days prior to needing the room. A confirmation email will be sent confirming the day, the time, and the room number. Those using non-University email addresses may find that they do not get a response as it can be difficult to confirm affiliation with the University or these emails are often inadvertently sent to “junk” or “spam.”

Using the screens outside the rooms to make reservations is not possible. Please email [designrm@pitt.edu](mailto:designrm@pitt.edu) to reserve a design room.

Reservations can be made for up to 2 hour time slots. A request can be made for a 2 hour time slot as a reoccurring appointment (such as 2pm to 4pm on Wednesdays).

Doors should be pulled shut and ensured that they are locked when the group leaves the room. Otherwise the door will be unlocked and others may use it, but the one who reserved the room will be held liable for damages done to the room. The group can leave the room open to the next group if they arrive and are confirmed on the door.

Most should find that the doors are unlocked shortly before their reservation. Someone who has a room RESERVED but finds that the door is LOCKED can call 412-624-9822 for assistance. If the room is not confirmed as RESERVED, the student(s) will not be allowed to use the room.

If you reserve a room and find that you will not be using the room, please email to advise of this. Otherwise the door will be unlocked and others may use it, but the one who reserved the room will be held liable for damages done to the room.

Please be respectful of the rooms – kindly email if you find that the room is in poor condition when you arrive and be sure to leave the room in good condition when you leave. Thank you!

If you have any concerns or input about the rooms or these guidelines, please contact:

**Pamela J. Rikstad, MA**

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