

## Room Use Policies

### Conference rooms 156, 256, and 358 (Seating 6)

Available for faculty use during regular building hours.  
Faculty can place reservations directly through Google calendar.

### Conference room 109 (Seating 12)

Available for faculty use during regular building hours.  
Faculty can place reservations directly through Google calendar.

### Seminar room 120 (Seating 100)

Used for presentations, events and guest speakers.  
Classes are permitted at the following times by request to Kathy.  
8:00am – 9:50am  
5:30pm – 6:50pm  
7:00pm – 8:20pm  
8:30pm – 9:50pm

### Conference room 220 (Seating 64)

Available for use by faculty for meetings during regular building hours.  
Classes should not be held in this room. If graduate seminar courses are scheduled in this room, **they must have a back-up classroom**. Priority will be given to any non-course meetings and could displace courses using the room.

### Conference room 209 (Seating 10)

Available for use by faculty Monday – Friday, 9am – 5pm.  
Faculty can place reservations directly through Google calendar.

Graduate students may request use of conference rooms by emailing [kathy@cs.stonybrook.edu](mailto:kathy@cs.stonybrook.edu)