

**F. W. Olin Building**  
**(Hereafter referred to as the Olin Building)**  
**Facility Usage Policy**  
**Date Effective: August 1, 2015**

**Facilities Overview:** Olin Building is primarily an academic building with offices, classrooms, labs, lobby, small lounge areas and patio. The primary function is for academic purposes and informal study. The lobby is occasionally used for events.

**Scheduling Contact:**

**Classrooms - Academic Success and Records- 863- 1954**

**Lobby and Patio – Faculty Administrative Assistant 863-1937**

**Questions regarding use of the Olin Building after 5:00 p.m. and on weekends contact: Faculty Secretary – 863-1937**

**Rooms 105, 110, 111  
207, 209, 222, 226, or  
302, 305, 322, 323, or 324**

**Facility Coordinator, ext. 1937**

**Room 113 & 208 (Computer Labs)**

**Facility Coordinator, ext. 1937**

**Rooms 124, 126 (Language Learning Ctr.)**

**Language Learning Center,  
Director Ext. 1802**

**Scheduling Priorities**

*Priorities for facility use are as follows:*

1. Priority will be given to classes and other academic related activities.
2. Priority Events such as the Opening of School, Homecoming, Family Weekend, Commencement, Donor and Alumni Recognition events, etc. scheduled by the University Events Office will be given precedence.

**See General Facilities Use Policy for regulations applicable to ALL University facilities.**

**Specific Regulations for Use of the Olin Building**

1. The consumption, possession, or distribution of alcoholic beverages is only permitted in the building for official University events with written permission from the Vice President of University Relations.
2. No food or beverages are permitted in any lab.

Exceptions to this policy must be approved by the Dean of the Faculty.