

# Use of Meeting Room BEL 301

1. Please make an appointment to collect and return the key.
2. 

<p><b>In the kitchenette in Meeting Room BEL301 you will find:</b></p> <ul style="list-style-type: none"><li>• Small plates</li><li>• Cutlery</li><li>• Small thermos flasks (1,2 l)</li><li>• Big pump thermos jugs (aprox 3 l)</li><li>• Platter for crackers or cookies</li><li>• Simple drinking glasses</li><li>• Small cups with saucers</li><li>• Small appliances (coffee maker and electric kettle)</li><li>• Dishwasher</li><li>• Refrigerator</li><li>• 48 Champagne glasses</li></ul>	<p><b>At your disposal in the Meeting Room:</b></p> <ul style="list-style-type: none"><li>• Fixed LCD projector (no PC / laptop)</li><li>• Mobile magnetic whiteboard</li><li>• Coat rack</li><li>• Mobile speaker's desk</li></ul>
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3. Please let us know your needs in advance. If the science lounge is being used at the same time, it is possible that materials might be fetched from the kitchenette of the seminar room before, as we only have this kitchen for both rooms. Therefore advance scheduling is important.
5. You are responsible for bringing your own drinks, food, and other necessary materials (coffee filters, milk, sugar, biscuits, napkins, etc.) to your event. Please arrange a time if you'd like to bring your materials in advance, as there is not much storage space and the room might be booked to someone else before or after your event.
6. The fixed LCD projector and the meeting room dimming switch are activated by two different remote controls on the left side of the screen.
7. If you need to rearrange the tables and chairs, please remember that the noise of moving furniture can be disturbing to the rooms nearby. Therefore, kindly lift tables and chairs when moving them. After your event please return everything to its initial location, wipe the tables and whiteboard panel, and tidy up the room.
8. Please leave the kitchen clean and tidy, dispose of coffee filters and clean the coffee/hot water maker. Tidy up the work surfaces, the sink, and hang rags and towels to dry. Please hand wash small amounts of dishes and return them to the cupboard. For larger quantities, the dishwasher may be used. Please run the dishwasher after your event (please place all the dirty dishes, including those left in the kitchen, in the dishwasher before starting), and after it finishes, please return the clean dishes to the cupboard. In exceptional cases, if the distances are too far, we might be able to unload the dishwasher for you. In this case, please contact us to arrange!
9. In case of damage to, or loss of inventory, please report and replace, so that the room will be well equipped for all.

Please fill in the checklist on the back and return a copy with the key.

Thank you for your cooperation. We wish you success and fun in our room.

The administration teams of Faculty II, the BIG-NSE - and UniCat - Office

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Tel.: 314-79605 Room BEL 206 (BIG-NSE)

Tel.: 314-22240 Room BEL 305 (Faculty II)

Tel.: 314-28590 Room BEL 008 (UniCat)

# Use of Meeting Room BEL 301

	Done:	Initials:
Received keys for meeting room		
Borrowed the following materials: .....		
Loaded the dishwasher in the kitchen		
Hand-washed dishes, or started dishwasher		
Emptied dishwasher		
Returned dishes to cupboard		
Disposed of coffee filters, cleaned coffeemaker and/or electric kettle		
Tables, chairs, and coat rack returned to original position and wiped clean		
Aired out room, and, in winter, lowered heat to level 2		
Turned off lights (switch by the door) and projector		
Closed windows and locked the door		
Returned borrowed materials, clean		
Returned keys		
Was anything not OK / missing / in need of repairs:            Damages to report:		

Date: \_\_\_\_\_ Signature .....

Family Name, Name: \_\_\_\_\_

Secretariat: \_\_\_\_\_

Institution: \_\_\_\_\_

Tel. Nr.: \_\_\_\_\_