

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 32-103**

15 MARCH 2002

Civil Engineering



**AIR FORCE INSTITUTE OF TECHNOLOGY
CONFERENCE FACILITIES AND AUDITORIUMS**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes policy, procedures, priorities, and security responsibilities for facilities. This instruction applies to all personnel reserving or using an AFIT conference facility or auditorium.

SUMMARY OF REVISIONS

The Office of Primary Responsibility (OPR) for this AFIT Instruction has changed from AFIT/SCBY to AFIT/SCVP. The OPR for the AFIT Conference Center Conference Room/Reading Room has changed from AFIT/SCBY to AFIT/ SCVP and the scheduling for this room has changed from AFIT/SCBY to AFIT/SCVP.

1. General. Conference rooms and auditoriums in the AFIT complex are described in attachments 1-5. Procedures for requesting special requirements or audiovisual equipment in the auditoriums are listed in attachment 4.

2. Policies.

2.1. The conference facilities and auditoriums in the AFIT complex are primarily for the use of AFIT agencies. Other Air Force, DoD, and non-DoD agencies may also use these facilities for official functions on a space available basis.

2.2. Use of any of these facilities by non-DoD agencies must be approved by AFIT/CV or the appropriate school dean.

2.3. Eating and drinking are not normally permitted in AFIT conference facilities and auditoriums. Under exceptional circumstances, contingent on the event, facility OPR may approve otherwise.

2.4. Smoking is prohibited inside all AFIT buildings.

2.5. Users are responsible for cleanup and rearrangement of the facility upon completion of the event. All setup and breakdown requirements, except audiovisual equipment, are the responsibility of the requester.

2.6. The facility OPR is responsible to ensure adherence to this instruction.

3. Procedures.

3.1. Contact the facility scheduler NLT 10 duty days prior to the desired date of the event.

3.2. The following information must be included in the request, using attachment 3 as appropriate:

3.2.1. Name of facility.

3.2.2. Date, time, and length of use.

3.2.3. Name, grade, organization, office symbol, and telephone extension of requester.

3.2.4. Notify AFIT Protocol of all distinguished visitors (General Officers, Colonels, and SESs) who will be attending your function within AFIT facilities.

3.2.5. Approximate number of attendees.

3.2.6. Special furniture and/or equipment requirements. Direct requirements for special equipment to AFIT/CEF.

3.2.7. Audiovisual (AV) equipment required. Direct requests for AV equipment to AFIT/ SCVP.

3.2.8. Briefing title and security classification (if any).

3.3. The requester must furnish required name plates.

3.4. Notify the scheduler at least five duty days in advance (if appropriate, also AFIT/ SCVP and/or AFIT/CEF) of facility reservation changes.

4. Priorities. Conference room and auditorium scheduling priority arrangements are explained within each facility attachment. The AFIT staff/faculty agencies have priority utilization for all AFIT facilities.

5. Security. No AFIT facilities covered by this instruction are secure. Implementation of required security arrangements is the responsibility of the requester.

5.1. Organizations wanting to conduct a classified event in an AFIT conference facility or auditorium must contact the AFIT Security Manager before doing so.

5.2. Review Air Force Institute of Technology Instruction 31-101, Information Security Program, for security procedures.

MICHAEL L. HEIL, Colonel, USAF
Commandant
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Attachments:

1. Commandant's Conference Room
2. Civil Engineer and Services School Conference Room
3. School of Systems and Logistics Conference Room
4. AFIT Auditorium, Bane Hall Auditorium, and Civil Engineer and Services School (CESS) Auditorium and Lobby Areas
5. Communications and Information Directorate Conference Room

Attachment 1**COMMANDANT'S CONFERENCE ROOM****A1.1. General.**

A1.1.1. Location: Bldg 642, Rm 2020.

A1.1.2. Facility OPR: AFIT/CCE.

A1.1.3. Scheduler: AFIT/CC Secretary (Bldg 642, Rm 2020, Phone 52321) arranges scheduling and access.

A1.1.4. Schedule Priority: Command Section-sponsored events have priority.

A1.1.5. Seating Capacity: 35 (including 11 at conference table)

A1.1.6. Equipment Available: Overhead, VCR, 1 Epson projector; computer, two podiums; white marker boards and water-soluble markers; and telephone outlet with AFITNET connection. Equipment will not be removed unless approved by AFIT/CCE.

A1.1.7. Audiovisual Equipment: Prior to using the conference room, check to see if the audiovisual equipment needed is available. Contact AFIT/ SCVP, Phone 57777 x3180/1/2, for necessary support.

A.1.2. Additional Comments: Eating and drinking are permitted.

Attachment 2

CIVIL ENGINEER AND SERVICES SCHOOL CONFERENCE ROOM

A3.1. General.

A3.1.1. Location: Bldg 643, Rm 329.

A3.1.2. Facility OPR: AFIT/CE.

A3.1.3. Scheduler: AFIT/CE (Bldg 643, Rm 305, Phone 52004) arranges scheduling and access.

A3.1.4. Schedule Priority: AFIT/CE has ownership of the conference room. On occasion, conference room reservations may be canceled to accommodate unanticipated CE requirements.

A3.1.5. Seating Capacity: 25 (including 10 at the conference table).

A3.1.6. Equipment Available: Overhead projector with screen. For additional audiovisual equipment, contact AFIT/ SCVP, Phone 57777 3180/1/2.

A3.2. Additional Comments

A3.2.1. Eating and drinking are not permitted in the conference room.

A3.2.2. Security: CE Conference Room is not a secure room and can not be used for classified briefings.

Attachment 3**SCHOOL OF SYSTEMS AND LOGISTICS CONFERENCE ROOM****A4.1. General.**

A4.1.1. Location: Bldg 641, Rm 101.

A4.1.2. Facility OPR: AFIT/LS.

A4.1.3. Scheduler: AFIT/LS (Bldg 641, Rm 100, Phone 57777 x3102) arranges scheduling and access.

A4.1.4. Schedule Priority: AFIT/LS has ownership of the conference room. On occasion, conference room reservations may be canceled to accommodate unanticipated AFIT/LS requirements.

A4.1.5. Seating Capacity: 20 (including 13 at the conference table).

A4.1.6. Equipment Available: VCR, two 32" monitors, lite-pro overhead projection system, computer with gyro mouse, white marker board, and large screen.

A4.2. Additional Comments.

A4.2.1. LS Conference Room is not a secure facility. Briefings up to SECRET may occur if the appropriate procedures are followed (see AFITI 31-101, Information Security Program).

A4.2.2. Eating and drinking are permitted. Requester is required to clean up any spillage, removal of trash, and is responsible for any damage to the conference room or its furnishings.

Attachment 4**AFIT AUDITORIUM, BANE HALL AUDITORIUM, CESS AUDITORIUM AND LOBBY AREAS****A5.1. General.**

A5.1.1. Location: AFIT Auditorium and Lobby Area (Area B, Bldg 642), Bane Hall Auditorium (Area B, Bldg 640, Rm 120), CESS Auditorium and Lobby Area (Area B, Bldg 643).

A5.1.2. Facility OPR: AFIT Auditorium and Lobby Area (AFIT/SCVP), AFIT Bane Hall Auditorium (AFIT/EN), CESS Auditorium and Lobby Area (AFIT/CEA).

A5.1.3. Scheduler; Coordinate through the following offices to determine scheduling and access requirements: AFIT Auditorium and Lobby Area (AFIT/ SCVP, Bldg 641, Rm 119, Phone 7777 x3180/1/2), Bane Hall Auditorium (AFIT/EN, Bldg 640, Rm 100, Phone 54372), and CESS Auditorium and Lobby Area (AFIT/CEA, Bldg 643, Rm 130, Phone 52156). Use of any auditorium or lobby by non-DoD agencies must be requested by the agency and approved in writing by the AFIT Vice Commandant. Such groups are subject to the same policies, procedures, etc., described in this instruction.

A5.1.4. Schedule Priority.

A5.1.4.1. When scheduling conflicts occur, efforts will be made to place the larger group in the AFIT auditorium and the smaller group in one of the smaller auditoriums.

A5.1.4.2. An event will not be rescheduled if it requires prior publicity.

A5.1.4.3. To allow classes use of the auditorium, if needed, no schedule request for Bane Hall Auditorium will be taken until the quarterly schedule is firm. Organizations scheduling the auditorium will be permitted to schedule for half days only. Bane Hall Auditorium will be reserved every Thursday from 1100-1600 for AFIT/EN activities. On the Friday before every graduation, the auditorium will be reserved for the Faculty Council. Every graduation day (in conjunction with Rm 121), the auditorium will be reserved only for graduation purposes. During orientation/inprocessing in August, Bane Hall Auditorium will be reserved for AFIT use only.

A5.1.5. Seating Capacity: AFIT Auditorium (750), Bane Hall Auditorium (150), CESS Auditorium (125).

A5.1.6. Equipment Available: AFIT and Bane Hall Auditoriums can accommodate the use of, 35 mm (dual and single), overhead (single), VCR (VHS), and computer screen projection. Microphones, audio recording, and amplification are standard. A large screen is available behind the stage curtains. One podium is standard and one more can be made available. Some stage equipment (chairs, tables, flag holders, etc.) is available upon request; other items such as tableclothes, flags, etc are not available and must be provided by the event OPR. The CESS

Auditorium does not have a stage, and microphones, audio recording, and amplification are not standard in this auditorium. Contact AFIT/CEF (Bldg 642, Rm 1205, Phone 56565x4342) to obtain special equipment (such as telephones, tables, etc.) .

A5.1.7. Audiovisual Items and Support. AFIT/ SCVP (Audiovisual Services, Bldg 641 Rm 119; Phone: 57777 x3180/1/2) provides audiovisual items and support. If an audiovisual technician is not available at the extensions listed, try 5-6565 x4481 (Computer Customer Support).

A5.1.7.1. The operation of auditorium equipment will be the responsibility of the event OPR. If audiovisual equipment is needed, the event OPR must provide an individual to attend a brief training/instruction session (provided by SCVP) prior to the event and also to operate the equipment during the event. Audiovisual technicians will be available to assist with equipment setup. Audiovisual maintenance personnel will provide repair on audiovisual equipment should the need arise. Under no circumstance will equipment be operated without prior consent and training from AFIT/ SCVP.

A5.1.7.2. AFIT/ SCVP personnel will be on hand to provide audiovisual guidance for events such as Commandant's Call and protocol events involving dignitaries or distinguished visitors.

A5.1.7.3. Any cleaning or adjustment of audiovisual equipment, especially lenses, must be accomplished by the AFIT audiovisual technician.

A5.1.7.4. In the AFIT and Bane Hall Auditoriums, the projection screen must be shielded by the stage curtain except when in use. In the CESS Auditorium, the motorized projection screen will be in the raised position, except when in use.

A5.2. Additional Comments.

A5.2.1. The auditoriums are not secure facilities. Presentations through SECRET may occur in an auditorium, if the appropriate procedures are followed (see AFITI 31-101, Information Security Program).

A5.2.2. Eating and drinking are prohibited.

A5.2.3. Auditoriums will remain locked when not in use, and their OPRs will control scheduling, entry, and use.

A5.2.4. Lobby Areas. The lobby areas outside the AFIT Auditorium and the CESS Auditorium can be used for special events if in accordance with these guidelines:

A5.2.4.1. Serving of refreshments is not encouraged. However, if refreshments are deemed essential, the requester must sign an agreement which obligates the requester (and his/her organization) for cleanup of any spillage, removal of trash, and any damage to the facility or its furnishings.

A5.2.4.2. Alcoholic beverages are prohibited.

A5.2.4.3. Serving tables for refreshments, or other furniture items deemed necessary to conduct a function in the lobby, must be provided and removed by the user. Timing and other details of setup and removal must be cleared with the facility OPR.

A5.2.4.4. Care must be taken not to damage hallways, doors, walls, etc., when moving furniture.

Attachment 5**AFIT/SC COMMUNICATIONS DIRECTORATE CONFERENCE ROOM****A6.1. General.**

A6.1.1. Location: Bldg 642, Rm 2200.

A6.1.2. Facility OPR: AFIT/SC.

A6.1.3. Scheduler: AFIT/SC. (Bldg 642, Rm 2200, Phone 54247) arranges scheduling and access.

A6.1.4. Schedule Priority: AFIT/SC has ownership of the conference room. On occasion, conference room reservations could be canceled to accommodate unanticipated AFIT/SC requirements.

A6.1.5. Seating Capacity: approx 32 (including 12 at conference table).

A6.1.6. Equipment Available: VCR, U-Matic Player, TV. Prior to using the conference room, check to see if the proper equipment is available.

A6.2. Additional Comments: Eating and drinking are permitted in the conference room.

