

Instructions for Reserving Room 17 Innovation/Flex Space



Use of Space by Faculty:

- Small Classes (18 students or less)
- Collaborative Projects
- Group/Team Work
- Hands-On Activities
- Group Discussions

Use of Space by Students:

- Group/Team Projects
- Brainstorming Sessions
- Individual Study
- Team-Building or Meetings
- Small informal events (18 people or less)

Room Inventory:

- Moveable tables (9)
- Chairs (18)
- Moveable ottomans (6)
- 98" digital display (1)
- 75" digital display (2)
- Solstice POD with Active Learning Module (3)
- Write on Frosted Glass Wall
- WiFi

Instructions for Reserving/Use of the Space

1. This space is available only to School of Business faculty, staff, students, and organizations. It may not be utilized by persons outside of the School of Business.
2. When the room is not "In Use", School of Business students may utilize the space as needed.
3. Email business@tcnj.edu and include:
 - a. Date of request
 - b. Start/End time of request
 - c. Purpose (What you would like to use the room for)
 - d. Affiliated student club/organization if applicable

4. The person making the request will be listed as the responsible person for the space and will be sent a calendar invite.
5. Utilize your TCNJ ID or Mobile ID to access the space.
6. When using the space, change the sign outside of the room to “In Use”. Return it to “Available” when you are finished.
7. The furniture in this space was specifically chosen so that faculty and students may move it to suit their needs at the time of use. We ask that you please return all furniture to its original location when done.
8. The frosted glass wall is a writeable surface. **Only use dry erase markers** and erase your work when done.
9. The room is equipped with the Solstice Pod Active Learning System. It is a software-enabled wireless collaboration system that allows users to route video and content between the displays fostering more engaging and interactive learning environments. If you wish to utilize this system:
 - a. Sign out the iPad that controls the system from the Dean’s Office (BB114).
 - b. You will be provided directions to use the system.
 - c. You must return the iPad to the Dean’s Office when you are done.