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## Room Reservation Spaces, Room Capacity and Policies

Christine Clevenger - 2024-07-08 - [COM Facilities](#)

### Room Spaces Available to the College of Medicine

As of 6/2024

#### Schmidt College of Medicine bldg BC-71

Room	Seating Capacity
100 Lobby	40-50 (not seated)
101 PBL	8-10
101A PBL	8-10
106 PBL	16 seated at table
107 PBL	8-10
107A PBL	8-10
108 PBL	16 seated at table
109 PBL	8-10
109A PBL	8-10
114 PBL	8-10
114A PBL	8-10
115 Kaufmann Lounge- not available for reservation M-F 8-5, only after 5pm for COM events.	22
123 Dean's conference room	20 at table + 8 on side
126 Classroom	120 seated at tables, 140 total
128 Classroom	125 seated
214 meeting room	8-10
314 meeting room	8-10

#### Physical Science PS-55

55-348 meeting room	14
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#### Office building One ME-104

207 collaborative room	4
208 collaborative room	4
209 flex office (standard desk)	1
215 flex office (standard desk)	1
216 flex office (standard desk)	1
217 collaborative room	4
218 collaborative room	4
219 conference room	8-10
223 conference room	16-20
324 collaborative room(Admissions & M4 only)	4
325 collaborative room(Admissions & M4 only)	4

*Sent on behalf of the Dean's office 8/12/2019*

The Dean's Office has established a policy that all events run in COM space involving external audience must have a faculty or staff sponsor as the responsible coordinator. That faculty or staff sponsor must be the one requesting room or lobby reservations, parking arrangements, tables/chairs, etc. The faculty or staff sponsor must also attend the event/events or designate another faculty or staff member to attend. This is especially important for weekend and afterhours events. We need to ensure the safety and security of all occupants of COM buildings and all attendees of these events. Please contact Deb Bradley ([dbradley@health.fau.edu](mailto:dbradley@health.fau.edu)) or Autumn Mreczko ([Amreczko@health.fau.edu](mailto:Amreczko@health.fau.edu)) if you have any questions.

Please note that the new furniture in classrooms 126 & 128 is designed to allow a specific number of students and facilitators in each room. We therefore ask that you please do not move chairs from one room to the other.

If you need additional chairs in the Gelb auditorium for a special event, please submit a ticket to [COMFacilities@health.fau.edu](mailto:COMFacilities@health.fau.edu) and we will assist with bringing in chairs from other areas or ordering folding chairs from Physical Plant. The PBL rooms have also been assigned a specific number of chairs. If you move chairs from one to another for a special class, please make sure you return them immediately after the class.

**\*\*\*Please NOTE\*\*\* for security reasons, the College of Medicine building 71 and ME-104 will be on lockdown 24 x 7. No one will be able to enter the building unless they have authorized College of Medicine OWL card access. Please make sure your group is notified. They are of course welcome to stay until your event is over. Please be aware that the building's security system automatically notifies the police station if any doors are propped open. The police will immediately come to the building to check for security breaches. Thank you for your cooperation!**

- [Tags](#)
- [Conference Rooms](#)
- [EMS](#)
- [Room Reservations](#)

#### **Attachments**

- [Room Capacity as of 6-5-2024.docx \(13.22 KB\)](#)