Building 13 Conference Room Policy

Building 13 conference rooms are available for use by the members of the MIT community under the management and supervision of the Materials Research Laboratory.

Reservations for building 13 conference rooms and keys, if needed, are made through the following building 13 offices:

1. von Hippel Room (13-2137) – MRL headquarters staff (3-6850, gfranzet@mit.edu)
2. Tanaka Room (13-2062) – Monica Wolf – Physics department (3-4829, mwolfi@mit.edu); and MRL headquarters staff (3-6850, gfranzet@mit.edu)
3. 3rd floor conference room – Schedule online
4. 4th floor conference room – sign up sheet outside room
5. MRL 5th Floor Video Conferencing Room – MRL headquarters staff (3-6850, gfranzet@mit.edu)

All users must take responsibility for the setup and breakdown of these rooms. All catering items must be removed and trash secured in receptacles. If any accidental spillage of beverages or food occurs in any of these rooms, it is the user’s responsibility to clean up the resulting mess. If not possible to clean it up, MRL headquarters should be notified immediately.

The person reserving the room will be considered the responsible party and responsible for damage to the room or its contents. Users who do not adhere to these rules may be prevented from future use of these rooms.

All doors to the rooms should be shut and locked when the room is vacated by a group.

Food deliveries are the responsibility of the group or person using the room and set up time should be built into the reservation time.
Long-term regular reservations such as full semester bookings are allowed. However, conference rooms should not be used as long-term student study rooms. On rare occasions, there could be an urgent MRL need for a conference room such as for a MRL government site visit. In this case, the building 13 booking person will contact the person responsible for the reservation to help find a suitable substitute room for his/her event. In the event a conflict cannot be resolved, the booking person should contact the MRL director or assistant director.

Installing permanent signs, logos or other materials specific to individuals groups using these rooms is not allowed. All building signage must be approved in writing by the MRL director prior to installation.

Cancellation of room reservations should be made promptly via phone or email to the responsible building 13 booking person.