



LYONS SCIENCE COMPLEX

RESEARCH INITIATIVE FOR
SCIENTIFIC ENHANCEMENT



MEMORANDUM

TO: Fayetteville State University

THRU: Dr. Ronald Johnston, Chair
Department of Natural Sciences

A handwritten signature in black ink, appearing to read 'Ronald Johnston'.

FROM: Stephanie Means
Coordinator, FSU-RISE Program

A handwritten signature in black ink, appearing to read 'Stephanie Means'.

James E. Raynor Jr., Ph..D
Director, FSU-RISE program

A handwritten signature in black ink, appearing to read 'James E. Raynor Jr.'.

DATE: September 12, 2008

SUBJECT: Policy for facility requests and use of LS303

1. The Lyons Science conference (LS 303) is managed by the Research Initiative for Scientific Enhancement (RISE) Program. Therefore, all requests for use must be coordinated through this office.
2. Use of this room is restricted to academic meetings and activities only. Reservations are made first come/first served during the normal business day 8:00 am-5:00 pm. If used, the conference room must be returned to its original condition.
3. Availability of the conference room may be checked through the FSU-RISE Microsoft Outlook folder or by contacting Ms. Stephanie Means, RISE Coordinator, at (910) 672-1081 or smeans@uncfsu.edu. Members of the Department of Natural Sciences may reserve LS 303 without completing a Facilities Request Form. Non-members of the Department of Natural Sciences must reserve LS 303 for use by submitting a Facilities Request Form. Ms. Means will "pencil in" a reservation for 1 week until the Facilities Request has been approved.