



Moser Center Usage Guidelines

Margaret and Harold Moser Center for
Adult and Professional Studies
1832 Centre Point Circle, Suite 102
Naperville, Illinois 60563
(630) 829-6200
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What are the Moser Center's hours of operations?

The posted business hours of operation for the Moser Center are

- Monday through Thursday 7:30 a.m. to 11:00 p.m.
- Friday 7:30 a.m. to 10:00 p.m. or until the last staff member leaves for the day, but no later than 10:00 p.m.
- Saturday 8:00 a.m. until Noon.
- Sunday Building Closed

*Exceptions can be made to the above for rental customers.

How to reserve space at the Moser Center?

Go to www.ben.edu/spaceres and click on the Resource 25 link. Check to make sure the space you are requesting is available at the time you want. If so, then click on the back button until you reach the Space Reservation Home page and click on the Moser Center link. Fill out the form and hit send. You will receive a confirmation e-mail within 24-48 hours of your request.

How to order food for your event at the Moser Center?

Once you have secured your space then e-mail #Food Services and provide your meal details. Be as specific as possible. Provide the time you want the food set-up. Food should be set-up in the Cyber Café when possible. Also, provide your budget number.

How to order audio visual equipment for the Moser Center?

E-mail AV Requests to place an audio visual order. At the Moser Center, all the classrooms have the following equipment:

LCD Projector	Whiteboard
Smartboard	VCR/DVD combo
Instructor computer	Document camera

Equipment to request: flipcharts, distant learning system, laptop cart (30) if using rooms 102, 103, 105 or 106. Rooms 101 and 104 are permanent PC labs.

How to request technology assistance for the Moser Center?

If you are having difficulties with the technology in the room, contact the Helpdesk at (630) 829-6684 Monday – Friday, 7:00 a.m. – 10:00 p.m. On weekends, contact the AV Technician at (630) 829-6110, 8:00 a.m. – 10:00 p.m.

How to request removal of the wall between rooms 102 and 103?

If your meeting requires the use of rooms 102 and 103 together, make that request known in the comments section of the reservation form. Also, describe the seating arrangement for the room and if you will need tables and chairs or just chairs.

What is the seating capacity for each room at the Moser Center?

The seating capacity for each room is as follows:

Room 101 – computer lab – 30

Room 102 – 30

Room 103 – 30

Room 104 – computer lab – 25

Room 105 – 20

Room 106 – 20

Conference Room – 10

Cyber Café – 28

Rooms 102 and 103 – 60 with tables

Rooms 102 and 103 – 100 without tables, chairs only

How and where do I find information in the event of a bad storm, tornado or other security issues?

The Moser Center has a multi-colored document in each classroom called the “Moser Center Emergency Response and Recovery Plan.” In this plan, it outlines detailed information on where and what to do in the event of a tornado, fire, evacuation, etc. Also at the front desk, there is a weather radio, which will alert the receptionist/security guard of any weather related situations in the area.

An excerpt from the “Moser Center Emergency Response and Recovery Plan” regarding tornado refuge:

In the event of an official tornado warning, all individuals are encouraged to proceed to the Moser Center designated areas:

- *The bathrooms located in the Cyber Cafe and by the conference room (Rm 132)*
- *Center corridor outside of rooms 101, 102, 103 and 104*

Stay in these designated areas until the all clear sign has been given by the Naperville emergency team or by a designated person.

Whom do I contact if there are facility issues such as classroom temperature, bathroom and copier issues, etc.?

The main contact at the Moser Center for facility issues is the Director of Operations, Michi Dubes. She can be reached on her cell phone at (630) 878-1799. She will then contact the appropriate area to correct the issue.