

1. This card shows the use being made of one of your regular classrooms. Keep it handy for reference.

2. A revised card will be sent to you after any change in assignment is made in the central office. The old card should then be destroyed.

3. New assignments or changes in assignments are to be made only with approval of the chairman. Requests or reports should be made promptly. Departmental cooperation in this matter will prevent conflicts in classroom use.

4. Departments have first claim on class-room regularly assigned to them. Rooms not needed revert to the committee for temporary assignment to other departments. For this reason the departmental report of proposed use of classrooms for the following semester must be accurate.

RAYMOND NICHOLS, Chairman,
Committee on Assignment of Quarters.
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