

BIOSCI ROOM 1114 NATURAL SCIENCES I

Room Use Instructions

By reserving this room, you are accepting responsibility for restoring the space to usable condition for the next group of users. Failure to do so may result in a financial assessment against your own group for any damages and clean-up. Please follow these guidelines to ensure the room is ready for the next group.

If you will not personally be present at the event, be sure that the on-site event leader has a copy of this information.

1. Door: The door will stay open if pushed open all the way. It is not necessary to prop it open with a trash can or any other device.
2. Audio Visual: The room has a computer and projector. **For problems with these systems, contact the BioSci Computing helpdesk at 949-824-3555.**

Please leave the room looking good for the next user by following these move out/clean-up steps when your event is finished:

- Room Set: Organize chairs and/or tables by returning them to their original position. If furniture has been moved, reset the room in theater style -- chairs in a row facing forward.
- Turn off electronic system on podium.
- Erase whiteboards.
- Remove all trash from the room. Empty all trash bins; dispose of trash in the dumpster behind Natural Sciences I near the loading dock. **This is especially important if food is served.**
- Replace trash can liners. There is a box of plastic liners in the cabinet under the counter near the door. Leave the trash cans in the room, not the hall. Facilities does not empty the trash in 1114.
- Wipe down counters if food or beverage is served. Spray cleaner and paper towels are in the cabinet under the counter near the door.
- Raise all window blinds and leave them fully open.
- Turn off lights.
- Lock the door.
- Return the key to the location from which you received it. To return to BioSci, drop the keys in the KEY DROP BOX on the wall outside Room 1114.

If you notice any problems with the room when you arrive, please report them immediately to:
Vicki Thomas; 949-824-0242

Thank you for your cooperation.