

## BIOSCI ROOM 4201 NATURAL SCIENCES II

### Room Use Instructions

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By reserving this room, you are accepting responsibility for restoring the space to usable condition for the next group. Failure to do so may result in a financial assessment against your own group for any clean-up, trash removal or damages. 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. KEYS: The room is kept locked when not in use. It is your responsibility to make arrangements at least 2 days in advance of your program to pick up keys if your department does not have a set you can borrow. When done, please lock the room and return keys to the basket outside Victoria's office – 5112 NatSci II.
2. 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.
3. Audio Visual: The room has a computer and projector. For problems with these systems, contact the BioSci Computing helpdesk at 949-824-3555.

By reserving this room, you agree to 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 classroom style – 3 chairs per table, chairs in a row facing forward.
- Turn off electronic system on podium. Just push the one button indicated on the screen.
- Erase whiteboards.
- Remove all trash from the room. Dispose of trash in the dumpster behind Natural Sciences II 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 4201.
- 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 and lock the door.
- Return the key to the location from which you received it. To return to BioSci, drop the keys in the basket outside of Vicki's office: NatSci II, Room 5132.

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.