

REQUEST FOR USE OF BIOSCI SCHOOL SEMINAR ROOM 4201 NATURAL SCIENCES II

Please note: NS II room 4201 is a general purpose room and can be used for seminars, conferences, special training, and in some cases, regular classes. This conference room may be scheduled through the BioSci School's Office of the Dean. Forms filled out electronically may be returned by email to [mailto: bioscirooms@uci.edu](mailto:bioscirooms@uci.edu).

Additional information about the room may be found on the next page.

Today's Date: _____

Contact Name: _____

Phone Number: _____ Email Address _____

Event Host (if different than contact): _____

Phone Number: _____ Email Address _____

UCI Affiliation/Department: _____

What type of event are you planning? Please check one of the following:

Seminar/Lecture ____ Conference ____ Meeting ____ Social Event ____ Other ____

Description/Title of event: _____

Date(s) of event: _____ Expected # of Attendees: _____

(Reservation times should allow time for set-up/arrival and clean-up/exit. Include AM/PM for clarity.)

Reservation start time: _____ Reservation end time: _____

Actual Event start time: _____ Actual Event end time: _____

Will you need special set up/tear down for tables/chairs? Yes ____ No ____

(If yes, fill out the online Facilities self-service form, which is found on the ZotPortal at <https://portal.uci.edu/>)

Do you have special equipment needs (i.e. teleconference equipment, etc)? Yes ____ No ____

(If yes, contact BioSci Computing Help Desk at 4-3555 or bcshelp@uci.edu.)

Will there be food served? Yes ____ No ____

Bring your own food? Yes ____ No ____ Vendor name: _____

(Food is discouraged in 4201 NS II. Please keep food and beverages in the lobby area. If you serve food, please discard trash in dumpster behind the building, and replace the trash bag with a clean one. Extra bags should be in the room in the cabinet near the door.)

Keys may be picked up from your department or, if you are not associated with an BioSci School Department, from the BioSci School Office of the Dean:

Dev & Cell:	Andrea Wiley	2104 Bio Sci 3	wileya@uci.edu	824-4706
Eco Evo:	Marissa Reyes	321 Steinhaus Hall	mrreyes@uci.edu	824-6008
MB&B:	Bessy Varela	3205 McGaugh Hall	bvarela@uci.edu	824-4739
Neurobiology:	Naima Louridi	2205 McGaugh Hall	nlouridi@uci.edu	824-8519
OOD:	Vicki Thomas	5132 Nat Sci 2	vlthomas@uci.edu	824-0242

For questions or changes, contact: Victoria Stephens at bioscirooms@uci.edu or 949-824-5259

(PLEASE REVIEW THE FOLLOWING PAGE FOR ADDITIONAL INFORMATION)

4201 Natural Sciences II – Information and 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 the guidelines below to ensure that the room is ready for the next group.

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

Often there are multiple reservations on one day. You should include time in your reservation for all prologue and epilogue activities for your event. Any additional delay may jeopardize the room schedule.

The room is normally set up classroom style, that is, tables and chairs facing forward. The capacity in this configuration is about 60 people. You may change the room by your own effort, or request that Facilities Management change it. Facilities charges a fee, so you will need to provide a recharge account number.

Be sure to return the room to its original set up after your meeting, and reserve enough time before and after your actual event to make your changes.

The room has a computer and projector. **For problems with these systems, contact the BioSci Computing helpdesk at 949-824-3555.**

Please note, 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.

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

- **Turn off** electronic system on podium.
- **Erase** whiteboards.
- **Remove all trash** generated by your group from Room 4201. Empty all trash bins and dispose of the trash in the dumpster located 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. Return the trash cans to the room.
- **Organize chairs and/or tables** by returning them to their original position.
- **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.

If you notice any problems with the room when you arrive, please report them immediately to:

Vicki Thomas

949-824-0242

bioscirooms@uci.edu

Thank you for your cooperation.