

## **School of Biological Sciences**

### **Conference Room Reservation Policy**

Conference rooms located within the School of Biological Sciences are generally not open to the public and are primarily used for school or department-related business needs of faculty, students, and staff.

We are unable to accommodate non-School of Biological Sciences requests to use our facilities.

**Natural Sciences II, Room 4201** may be used for classes (series of meetings in which students are taught a particular subject or activity: a course of instruction). **Natural Sciences I, Room 1114** may not be used for classes; it is designed and maintained for use as a meeting/seminar room only.

Room reservations will only be accepted up to one academic quarter in advance of the event date. Room reservations should be held to less than four hours for any one gathering; longer reservations require approval by the Dean's Office.

A valid KFS Charge number must be provided for every space reservation; this provides the School with a means to request special cleaning/disinfecting of the spaces (\$75 per occurrence) in the event the space is not properly cleaned/re-set after use. It also makes possible repair and/or replacement of furniture that is damaged during the course of room use. The person or group reserving the room is responsible for the condition of the room and is financially responsible for any damage that occurs during the time the room is reserved including any damage caused by attendees.

Faculty and staff can sponsor student clubs or organizations related to the department or school; in doing so, they assume responsibility and provide an appropriate KFS Charge number to complete a reservation.

Room reservations will not be confirmed without a completed Room Reservation Request, found on the School of Biological Sciences website. Reservations are processed in the order received and may take up to five business days to confirm; please plan ahead.

Valid contact information for the organizer of the event must be provided on the room reservation form.

Persons or groups reserving space within the School of Biological Sciences must agree to follow all University and Campus policies and guidelines including but not limited to Alcohol Permits, Amplified Sound Permits, Posting Policies, Fire Codes and security and are responsible for obtaining the necessary permissions.

Rooms may not be scheduled for after-hours or weekends without approval by the Dean's Office. Organizers are responsible for arranging requests for after-hours or weekend events such as restroom availability and HVAC.

Organizers are responsible for set up of the room before their event and restoring the room to the default set-up upon the conclusion of any event/meeting. Furniture may **not** be removed from the room for any reason, and furniture from another space/area may **not** be brought into the room.

Organizers must agree to maintain the condition of the room by removing all trash, personal items and catering, and agree to clean/disinfect the room upon completion of the event.

Organizers must agree not to post any materials on any walls, doors, windows, or surfaces that are not designed for such use in each room.

Any questions about room use or capabilities should be directed to bioscirooms@uci.edu

10-27-21