
Request for use SSMS 2135 & 3145 Conference Rooms

College of Letters and Science Social Sciences and Media Studies Conference Rooms POLICIES AND PROCEDURES

Room Descriptions

SS&MS 2nd Floor Conference Room (SSMS 2135)

This corner room is set up lecture-style with 46 chairs. There is a 65" flat screen TV with Zoom capabilities that is connected to a Podium/Media Cart and computer with a wireless keyboard and wireless mouse. The computer can support a DVD, CD, or USB stick. Presenters will either need to use the computer provided, or connect one via inputs available. It is recommended to upload any presentation to Box or Google Drive. There is no phone line or other audio-visual equipment in this room. **Food and drink are not allowed.**

SS&MS 3rd Floor Conference Room (SSMS 3145)

This corner room is set up with 19 chairs at a table in the center of the room and 21 chairs around the perimeter. There is a 65" flat screen TV with Zoom capabilities that is connected to a Podium/Media Cart and computer with a wireless keyboard and wireless mouse. Presenters will either need to use the computer provided or connect one via inputs available. It is recommended to upload any presentation to Box or Google Drive. There is no phone line or other audio-visual equipment in this room. **Food and drink are not allowed.**

Hours of Use

Rooms are available Monday – Friday from 8:00 am through 9:00 pm. Requests for reservations outside of these hours will be reviewed on an exceptional basis at the time the request is submitted.

Users

These rooms are intended for academic events involving campus departments, programs, and other academic units. College of Letters and Science departments have priority scheduling of these conference rooms. Requests received from UCSB units and programs outside the College of Letters and Science will be reviewed on a case-by-case basis once the request is submitted.

Rooms may **not** be reserved for regularly scheduled class meetings, exams, study sessions, or student organization activities.

Reservations and Cancellations

Reservations for one-time events will be honored on a first-come first-served basis and can be made up to six months in advance.

Reservations for repeating events to occur on a weekly, biweekly, or monthly basis may be requested one quarter at a time and will be reviewed on a case-by-case basis once the request form is submitted. Repeating reservations for the Fall quarter will be taken starting September 1st, for the Winter quarter on December 1st, for Spring on March 1st, and for Summer on June 1st.

Reservations must include all setup and clean up times for the event.

Reservations for rooms that are no longer needed should be canceled as soon as possible in order for rooms to be released for other users (cancellations should be sent by email to: reservations@ltsc.ucsb.edu).

The College of Letters and Science reserves the right to reschedule reservations in the event of unusual and unforeseen circumstances.

Billing

All reservations require either a budget number or a security deposit at the time of the request. There is no charge to L&S departments or academic units for the use of the rooms. Please note that any users will be charged for damage, missing items, or cleaning expenses. Users will be notified of any charges.

It is the user's responsibility to note the condition of the room both at the beginning and end of the reservation time. A completed Condition Report should be returned with the keys after the event. If not, the reserving department could be held financially responsible for any new damage found.

Any problems encountered with any of the rooms should be noted promptly on the Condition Report or an email sent to reservations@ltsc.ucsb.edu.

Keys

Prior to the confirmed reservation time, the keys must be checked out from the College of Letters and Science Administration in Cheadle Hall 2217 between the hours of 9:00 am-4:00 pm Mondays through Fridays. Keys must be returned as soon as the event and clean-up are complete. Following an evening event, the keys may be returned to the key drop box located on the second floor of Cheadle Hall, on the wall past the elevators. For an early morning reservation, the keys should be picked up on the previous business day during office hours. The room is often scheduled back-to-back and users rely on the promptness of previous users.

Room Setup and Furnishings

Rooms should be clean and set up in their original configuration upon arrival. It is the user's responsibility to return the room to that state by the end of a reservation time (see schematic at room entrances). Tables, chairs and the floor should be cleared of trash or other items, lights turned off and doors locked. If an event requires furnishings or arrangements beyond what is provided, please email Furniture Services at dls-furniture@ucsb.edu. Each user must be present for the delivery and pickup of all rentals, and each user is responsible for any charges. Failure to return the room to its original configuration could jeopardize future reservations.

Audio Visual

A Classroom Services Technician is on-call technical support is provided with these rooms. You may also request assistance by calling (805) 893-3549. To prearrange additional audio-visual equipment or schedule support services, please contact Instructional Development at x3549. Each user must be present for the delivery and pickup of all equipment and responsible for any charges.

Clean Up Procedures

All users are expected to keep these rooms clean. Cleaning supplies are provided in each room. When applicable, users are responsible for:

- Cleaning up after use

- Wiping table with a damp rag when necessary
- Putting all trash in appropriate receptacles (if they are full, the overflow garbage/recycling should be taken to another appropriate receptacle such as in the restrooms or outside the building)
- Putting all furniture back in its original configuration (according to the schematic at entrances to the room)
- Turning off the computer/screen
- Erasing the whiteboard
- Turning the lights off
- Securely locking doors
- Reporting the condition of the room, including maintenance needs or damage

Custodial Services will only remove the trash from the provided trash receptacles. Failing to dispose of trash properly could incur custodial and/or restoration costs.