

## CONFERENCE ROOM POLICY (4202 & 5206)

Reservations may be made by GC faculty and staff as far in advance as desired for individual meetings and for block bookings of no greater frequency than one meeting per month. Bookings for individual meetings by non-GC faculty and staff will be considered up to one month in advance of the meeting.

Weekly and biweekly block bookings may be reserved on an annual basis with each calendar year starting July 1. Requests for such block bookings can be made by GC faculty and staff after the preceding May 1. The GC staff will send out a reminder in April so that requests can be coordinated and hopefully accommodated. Weekly and biweekly block bookings can not be made by non-GC faculty and staff.

Block bookings that interfere with other requests made closer to the date of the meeting, particularly individual all-day meetings, may be asked to move to another time slot or room. Please remember that room 4202 is the large room (accommodates up to 40 people) and 5206 is the smaller room (15 people); bear in mind that meetings are more likely to be bumped from 4202 than from 5206.

Meeting hosts/coordinators are responsible for set-up/clean-up, for any functions that include meals and/or refreshments. The Custodial Division will charge for clean-up following an event and the requestor will be responsible for the costs incurred. Please go to <http://campus-care.ucdavis.edu/custodial/> for instructions on how to submit a Facilities workorder. Please include the workorder number in the "event description" field when submitting your reservation request.

Please make reservation requests online at <https://somapp.ucdmc.ucdavis.edu/scheduling/GBSF/index.cfm>.

Both 4202 and 5206 have active telephone NAMs and wireless (MoobileNet) capabilities. Room 4202 has a screen and projection system accessible via your laptop. Room 5206 has a screen, but you'll have to bring a projector.

Classes may not be scheduled in either of these rooms. These rooms are reserved for research related seminars, presentations, administrative meetings, lab meetings, and journal clubs.

Questions related to accessing resources (conference phone, projector, etc.) should be directed to [genomecenter@ucdavis.edu](mailto:genomecenter@ucdavis.edu).