

NATURAL SCIENCES I- ROOM 1114

ROOM USE INSTRUCTIONS

It is our goal to provide the same room-use experience to everyone.

Please be sure to follow all of the guidelines below.

1. **DOOR:** The **left** door will stay open if pushed all the way and hold it for 10 seconds. It is not necessary to prop it open with a trash can or any other device.
2. **AUDIO VISUAL:** The room has a computer and projector. For problems with these systems, contact the BioSci Computing Help Desk at (949) 824-3555 or bcshelp@uci.edu.
3. **PATIO:** If you plan to use the patio, please put out the queue barriers/patio stands and please put them back inside the room after the event.
4. **AFTER YOUR EVENT:** 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/or clean-up. Please follow all guidelines to avoid charges and ensure that the room is ready for the next group.
 - **REMOVE ALL TRASH:** Be sure to pick up all trash and take trash from the cans out to the dumpster behind the NatSci I, then replace trash bags with clean ones, which are in the cabinet under the counter near the door.
 - **WIPE ALL COUNTERS AND TABLES:** Wipe all counters and tables where food or beverages were served. There are paper towels and spray cleaner under the counter in the cabinet near the door for your convenience.
 - **RESET FURNITURE:** Reset the room to its original position; theater style- 5 chairs per row/ per side; total of 7 rows.
 - **TURN OFF ELECTRONICS:** Turn off electronic system on podium. Push the button indicated on the screen.
 - **WHITEBOARDS:** Erase the whiteboard
 - **BLINDS:** Raise all window blinds
 - **LIGHTS:** Turn off all lights
 - **DOORS:** Be sure to lock all doors
5. **RETURN KEYS:** **Be sure to lock the room** and return the keys by dropping them in the **KEY LOCK BOX** on the wall outside the room.

If you notice any problems with the room when you arrive,
please contact Paloma Ochoa at (949)824-7214 or bioscirooms@uci.edu.

