

NATURAL SCIENCES II- ROOM 4201

ROOM USE INSTRUCTIONS

It is our goal to provide the same room-use experience to everyone.
Please be sure to follow all the guidelines below.

1. **DOOR:** The door with the keypad will stay open if pushed all the way. 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. **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 II, 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; classroom style- 3 chairs per table, chairs in a row facing forward.
 - **TURN OFF ELECTRONICS:** Turn off electronic system on podium. Push the button indicated on the screen.
 - **WHITEBOARDS:** Erase all whiteboards
 - **BLINDS:** Raise all window blinds
 - **LIGHTS:** Turn off all lights
 - **DOORS:** Please make sure to close all doors.

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

