

# NATURAL SCIENCES II- ROOM 4210

## ROOM USE INSTRUCTIONS

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

1. **AUDIO VISUAL:** This is a Zoom Room interactive display with HDMI input. It has a camera, mic, and speakers for Zoom meeting. For problems with these systems, contact the BioSci Computing Help Desk at (949) 824-3555 or [bcshelp@uci.edu](mailto:bcshelp@uci.edu).
2. **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; boardroom style- chairs along all sides of the table.
  - **TURN OFF ELECTRONICS:** Turn off screen, push the button on the bottom right.
  - **LIGHTS:** Turn off all lights
  - **DOORS:** Be sure to lock the door
3. **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](mailto:bioscirooms@uci.edu).

