

**Charlie Dunlop
School of Biological Sciences**

Conference Room Reservation Policy

Conference rooms located within the Charlie Dunlop School of Biological Sciences are not open to the public and are used only for school or department-related business needs of faculty, students, and staff.

We are unable to accommodate non-Charlie Dunlop School of Biological Sciences requests to use our facilities.

Room reservations will only be accepted up to one academic quarter in advance of the event date. The person or group reserving the room is responsible for the condition of the room and is financially responsible for any damage that occurs during the time the room is reserved including any damage caused by attendees. A valid KFS Charge number must be provided for every space reservation; in the event the space is not properly cleaned/re-set after use and/or to repair/replace any furniture/equipment that is damaged during the course of room use.

Faculty and staff can sponsor student clubs or organizations related to the department or school; in doing so, they assume responsibility and provide an appropriate KFS Charge number to complete a reservation.

Persons or groups reserving space within the Charlie Dunlop School of Biological Sciences must agree to follow all University and Campus policies and guidelines including but not limited to Alcohol Permits, Amplified Sound Permits, Posting Policies, Fire Codes and security and are responsible for obtaining the necessary permissions.

Organizers must agree not to post any materials on any walls, doors, windows, or surfaces that are not designed for such use in each room.

Organizers are responsible for the set-up of the room before their event and restoring the room to the default set-up upon the conclusion of any event/meeting.

Organizers must agree to maintain the condition of the room by removing all trash, personal items, and catering, and agree to clean/disinfect the room upon completion of the event.

Any questions, please email bioscirooms@uci.edu.