STEINHAUS HALL- ROOM 329

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. **AUDIO VISUAL:** This room is equipped with a projector system that can be used with your computer. It is stored in the cabinet. Please return the projector to its case when you are finished. For questions or assistance with this system, please contact the Dunlop BioSci Computing Help Desk at (949) 824-3555 or 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 out the trash bag to the dumpster by the loading dock, then replace trash bags with clean ones, which are in the cabinet.

   - **WIPE ALL TABLES:** Wipe all tables where food or beverages were served. There are paper towels and spray cleaner in the cabinet.

   - **RESET FURNITURE:** Reset the room to its original position; chairs along all sides of the table.

   - **TURN OFF ELECTRONICS:** Please return the projector and all of its components to its case and store in the cabinet.

   - **WHITEBOARDS:** Erase the whiteboard.

   - **LIGHTS:** Turn off all lights

   - **DOOR:** Be sure to lock the door.

   RETURN KEY(S): **Be sure to lock the room** and return the key by dropping it in the **KEY LOCK BOX** on the wall outside of NatSci I room 2126/2128.

   If you notice any problems with the room when you arrive,
   please call (949)824-7363 or biosci-reservations@uci.edu.

Facilities Management
Charlie Dunlop School of Biological Sciences