# BIOLOGICAL SCIENCES 3- ROOM 3622

# 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 for presentations on the TV via HDMI Cable and does not offer a camera or microphone for Zoom conference calling. For problems with these systems, 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 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 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 using the remote.

   - **WHITEBOARDS:** Erase the whiteboard

   - **BLINDS:** Raise all window blinds

   - **LIGHTS:** Turn off all lights.

   - **DOORS:** Be sure to lock the doors.

3. **RETURN KEYS:** Be **sure to lock the room**.

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