

Room Reservation Request Form

To be used for numbered academic courses and by non-UCSF departments.

Requested By - Please Print

Address / UCSF Campus Box

E-Mail

Quarter Requested - *One Quarter Per Form*

Date

Phone

Fax

SAVE/PRINT and RETURN COMPLETED FORM TO:

UCSF, Classroom Scheduling

513 Parnassus Ave. S-43
 Medical Sciences Building, Box 0702
 San Francisco, CA 94143-0702

OR

FAX: (415) 514-3735

E-Mail: Scheduling@ucsf.edu

View Classroom Availability and Specifics at https://25live.collegenet.com/ucsf/#home_my25live

Event Title - Name of Event

Course Number (if applicable)

School / Department / Organization

Total Number of Attendees

Name of Person in Charge

Phone #

Activities Involve Non-University Speakers, Guests, or Entertainers

Featured Academic Events are **Open to the Public**

EVENTS, GRAND ROUNDS, AND JOURNAL CLUBS SCHEDULED IN THE LARGE LECTURE HALLS WILL BE INCLUDED ON THE FEATURED ACADEMIC EVENTS CALENDAR.

I Agree Yes No

Service or Room Features Required: (fees may apply)

- iClickers
- Laptop Rentals
- [Technician Support](#)
- [Class Capture](#)
- [Class Capture](#) with Live Stream
- Video Conference

Other, please specify:

DPA / Fund numbers:

Note: All RCO and UCSF departmental reservations will need to be submitted via 25Live: https://25live.collegenet.com/ucsf/#home_my25live

Check if funds will be collected at event

| Day of the Week | Date | Reservation start & end times | Actual Event start & end times | Preferred Room or Preferred Campus | Room Assigned |
|-----------------|------|-------------------------------|--------------------------------|------------------------------------|---------------|
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Please Notify the Scheduling Department Immediately of Any Changes or Cancellations

DO NOT WRITE BELOW

Confirmed by Scheduler

Date

Approved by Student Life (Approval from Office of Student Life must be obtained before unions and non-profits organizations can reserve a room)

Date

Note: All rooms must be left clean and in proper order. Do not remove furniture or equipment from classrooms. See <https://edtech.ucsf.edu/classroom-services/scheduling/rules-and-policies> for more information.

Please allow 24 - 48 hours to receive an e-mail confirmation of your room reservation.

For questions, please call [Classroom Services](tel:415-476-4436) at 415-476-4436

Instructions

1. The person completing this form should enter his/her name, address, telephone extension and e-mail.
 2. Dates requested are limited to **one quarter only** per form.
 3. Enter type of meeting, course number and school, department or organization sponsoring the meeting. For information about Featured Academic Events, please visit the following site:
<https://edtech.ucsf.edu/classroom-services/scheduling/featuredevents>
 4. Include number of people attending, list expected number from off-campus.
 5. Name of person in charge should be the instructor of record or person using the room.
 6. Non-university and selected non-curricular (continuing education, external users, selected campus functions) users will be charged for audio-visual equipment and technical support. All problems and questions concerning audiovisual and projection services should be directed to: **Classroom Support Services, 476-4310**.
 7. Please notify **Classroom Scheduling, 476-4436** for any video transmission services.
 8. A cleaning fee may be required when a room is used on a weekend or holiday. Information concerning this fee, classroom cleaning or requests for extra tables and chairs can be obtained from: **CPFM, 476-2021**.
 9. University facilities are governed by University regulations. Use of facilities is limited to UCSF campus units, student governments, and registered campus organizations. Approval to use these facilities is required if your activity involves:
 - a. Non-university speakers, guests or entertainers, hosted by student governments and registered campus organizations
 - b. Admission fee, donations, sales, or other collection of funds
 - c. Co-sponsorship with non-university organization
 - d. Amplified sound or tables in outdoor areas
 - e. Special use areas for non-UC reservations, please contact Office of Student Life at **476-4318**.
- If your activity involves one of the above, indicate and return this form at least one week prior to the event to: **Office of Student Life, MU 125 West, Box 0376, 476-4318**.
10. Specify the days, dates, times and room(s) requested. If a room is required for the entire quarter, list all dates for the quarter. No reservations will be confirmed on an indefinite basis.
 11. Retain a photocopy of your request for your records.
 12. When a room is assigned and the request confirmed, the signed confirmation copy is returned to you. Do not distribute publicity until you have received signed confirmation of a scheduled room.

Note: All rooms must be left clean and in proper order. Do not remove furniture or equipment from classrooms. See <https://edtech.ucsf.edu/classroom-services/scheduling/rules-and-policies> for more information.

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