Susan Hill, Facilities Manager USC Orange County Center 2300 Michelson Drive

Irvine, CA 92612

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CLASSROOM REQUEST

Date(s) to be reserved:

Academic Department:

Contact Name:

Contact Phone Number: Fax:

Email address:

Start Time (Include Prep/Clean Up): End Time:

Event Start Time: End Time:

Event:

Number of People in Classroom:

Will Technical Equipment be used? Yes No Technician Assistance? Yes No If yes, please circle the equipment needed:

Desktop Laptop Video Conferencing Power Point Presenter Document Camera VCR/DVD

 **Lecture Recorded** **Lecture Live Streamed**

Classroom Requested:

A B C D E F

Room: 138 139 Library Computer Lab: 125 127

Furniture Set Up Requested Other Than Typical Classroom Arrangement:

Special Parking Needs:

Caterer (if applicable):

Submitted By: Date:

Confirmed By: Date:

**USC ORANGE COUNTY CENTER CLASSROOM RESERVATION GUIDELINES**

**The USC Orange County Center is pleased to welcome you. In order to ensure that the Center is kept in good running condition, we are asking that everyone using the Center observe the following guidelines.**

**Room furniture arrangements:** On occasion, it is critical to change the classroom furniture layout to as specific arrangement.

* The OCC staff is available to **ASSIST only** with the academic program staff person on the rearrangement of the classroom furniture**.**
* The OCC staff is **not responsible for the entire setup** of the classroom. It is also necessary for the academic program staff person to assist with the return of the furniture,

and classroom to its original set up. If there is a time issue with this effort, please make arrangements with the OCC staff ahead of time.

**Clean-up after your event:** Please clean up after your event. This includes food, banners, trash, etc. Please make sure that all balloons are deflated and placed into the trash. Motion from

 balloons is often mistaken for an intruder throughout the alarm system which in turn notifies the Irvine Police Department to investigate.

* Whip off tables and chairs.
* Make arrangements with any catering companies if used, to pick up their items during regular business hours. If they are unable to pick up their items over the weekend,

place their items into the staff kitchen area.

**Cell phones:** Please conduct your conversations outside of the Center. People have a Tendency to talk loudly on cell phone conversations, which causes disruptions to classes in session, and to the people in study rooms.

**Posting: Do not** attach anything to the walls, windows, whiteboards or tables with tape. The adhesive ruins the surfaces. Please check with the OCC staff at the front desk for Assistance with information that needs to be made available for distribution.

**Parking: Do not** park in any parking spaces marked: **Reserved.**