

# CE-CERT CONFERENCE ROOM USE POLICY

Effective January 2, 2018

## Who can use a CE-CERT Conference Room

Conference rooms can be used only by CE-CERT staff and students engaged in business related to CE-CERT. **Academic classes may NOT be held in CE-CERT conference rooms;** they are for CE-CERT affiliated activities only.

CE-CERT does allow outside groups to use the conference rooms for a fee, provided their request is reviewed and approved by the director and/or deputy director in advance. For more information on renting a CE-CERT conference room, please contact the marketing specialist or the institute coordinator.

## Exceptions to the Rule

CE-CERT conference rooms may occasionally be used for special activities that are associated with an academic course. Requests of this type must be made in advance, and are subject to the review and approval of the director and/or the deputy director. To request an exception for an academic course to meet in a CE-CERT conference room, please contact the marketing specialist or the institute coordinator for further instructions.

## Reservation Policies

- **Do not** book a time slot that someone has previously reserved. You may not reserve a time slot that is currently shaded in.
- **Do not** over stay your allotted time. If your meeting runs long, check with the receptionist to see if it is possible to extend your reservation, or to find you an overflow space to continue the meeting. NOTE: if extending is not possible, you **must** wrap up and vacate to allow the next reservation to come in.
- **Do not** simply take a room that appears vacant. **ALL reservations MUST go through the calendar system.**

If you violate any of these policies, your conference room privileges will be revoked.

## To Make a Reservation

Before reserving a room, you must open your calendar to show DAY VIEW (If you do not know where to find the calendar, ask the receptionist. If do not have it on your computer, contact [systems@engr.ucr.edu](mailto:systems@engr.ucr.edu)).

- If the date and time you desire is available, click on New Appointment in the upper left corner of your screen.
- On the subject line, add your name and the hours you will have this room reserved.
- On the location line, add the reason for the reservation (name of event or meeting, etc.).
- Verify that the date and starting and ending times are correct.
- Click Save & Close. Your time slot in the DAY VIEW MODE will now be shaded in. If it is not, call the receptionist to assist you.

## If Your Reserved Room is Taken

If you arrive to find someone in your reserved room, contact the receptionist or institute coordinator for assistance.