

**UCSB Dept of Film and Media Studies
Room Reservation Form**

Student Name: _____ **Major** _____

Perm # _____ **Phone #** _____

Email: _____

Organization/Project/Event Title: _____

Room Use: _____

Room # _____ **One-Time Request**
Date: _____ Start Time: _____ End Time: _____

Weekly Request
M T W TH F
Start Date: _____ End Date: _____
Start Time: _____ End Time: _____

ROOM USE POLICIES:

Student use of these spaces is a *privilege*. Please maintain these spaces so that you may use them again. The spaces are primarily teaching spaces and as such classes or colloquium have priority in bookings. Food is allowed in the seminar rooms and conference room.

Food is **NOT ALLOWED** in the **Scott-Frank** or **Lazarus screening rooms**.

If you are filming in the space you must be aware of noise and not disturb any of the surrounding offices or classes. If you are using any of the media equipment please ask for training on it before use.

NEVER attempt to fix any wiring in the spaces. Please alert Dana Welch or Joe Palladino if you have any technical difficulties in the space.

IMPORTANT NOTE:

- Please LOCK all doors after your meeting.
- Please CLEAN UP any materials you have brought into the room and RETURN all tables and chairs to their original positions so that the room is clear and presentable for the next day's usage or classes.
- Please TURN OFF the projector when you leave (if you used it).
- **DO NOT LEAVE ANY TRASH OUT IN THE ROOM. PLEASE USE THE TRASH CAN PROVIDED.** RETURN THE KEY TO CATHERINE in Room 2425 THE FOLLOWING BUSINESS DAY by 12:00PM.

FINANCIAL RESPONSIBILITY:

Please note that there will be a charge to your BARC account for the loss of a key or any damage to the room/ equipment.

Student Signature: _____ **Staff Signature:** _____ **Date:** _____