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: ___________

Revised 10/24/2019