Samueli Engineering Policy for Room Reservations by Engineering Student Organizations
Updated: October 12, 2022

The Samueli School of Engineering values the important contributions of the student orgs. Richard Wesel, Associate Dean of Academic and Student Affairs, Greg Pottie, Associate Dean of Research and Physical Resources, and Wes Uehara, Engineering Student Organization Coordinator want to work with the student organizations to find rooms in which they can meet and spaces in which they can complete their projects.

Student organizations should request rooms in the following order:

1. Try to book a general assignment classroom through UCLA Campus Events
2. Try to book a room in a room managed by your Department
3. After trying to book a general assignment classroom and a department room, it is appropriate for an organization to request to use one of the rooms managed by the School.

General Assignment Classrooms:
Student Organizations are encouraged to use general assignments classrooms as their first option for meetings. These rooms are scheduled through UCLA Campus Events. Information on general assignment classrooms, including details on capacity and technology available in each room can be found on the Student Leaders Guide website: https://www.seasoasa.ucla.edu/studentleaderguide in the Room Reservation for Events & Activities section.

Timeline to request a general classroom assignment through Campus Events

- Each quarter, ESUC will send out an invitation to student organization leaders to coordinate the meeting schedule for weeks 1 and 2 of the following quarter.
- Classroom Request Lottery (CRL)- Campus Events will send an email to student organizations registered with SOLE in week 8 to request a general assignment classroom reservation for weekly meetings and for start-of-the-quarter events for the following quarter. Here is an example of the email: https://drive.google.com/file/d/1gent5HnK-UdjHEtld1-rhAAO-J0pNF9O/view?usp=sharing.
    - Organizations will be provided a window of time (2 day period) to submit their request during the lottery.
    - Once this deadline passes, organizations will be unable to make a request until week 1.
    - When department or school-wide rooms are requested, student orgs who choose to participate in CRL will be given priority over student orgs who do not participate in CRL.
- Immediately after the CRL, student organizations that participated in CRL can request rooms from their department and the school for events that failed to be assigned a room in the CRL process.
- Following the CRL process, student organizations can, once again, make requests to Campus Events in Week 1 of each quarter.

Dean Wesel has developed a point of contact within the events office. If you are having difficulty getting a response about a general assignment room request, please let Wes Uehara wuehara@seas.ucla.edu, Dean Wesel wesel@ucla.edu, and Dean Wesel's assistant Myrna Reneau myrna@seas.ucla.edu know so that we can resolve the issue and get you a response.

Department Rooms:
If a general assignment classroom is unavailable, rooms controlled by departments should be the second option for meetings. Organizations affiliated with a department should look to the rooms controlled by that department first. As with general assignment classrooms, departmental rooms have other uses that are given higher priority than student org meetings. However, it is the policy of Samueli Engineering that departments should accommodate student org meetings whenever possible. Information on Department rooms and how

to request a reservation can be found on the Student Leaders Guide website: https://www.seasoasa.ucla.edu/studentleaderguide.

School Rooms:
When both general assignment classrooms and departmental rooms are not available, Samueli Engineering provides student organizations with access to the auditoriums and classrooms that it controls. Samueli Engineering controls several rooms, and the process for reserving those rooms is described at https://www.seasoasa.ucla.edu/studentleaderguide. When you seek to reserve a room controlled by Samueli, you should indicate why you could not use a general assignment classroom or a departmental room.

Room Usage Responsibilities:
Please ask the room manager for instructions or policies on room usage and follow the guidelines provided. Please make sure to clean-up after your events.

- Walk around the room to check for trash, spills that need to be cleaned, and damage to the room, furnishings, or equipment.
- Dispose of trash - please take trash to a trash receptacle or to a dumpster if the trash receptacle is overflowing.
- Reset the room – organize the tables, chairs, and equipment to be ready for the next user.
- Account for inventory – cables, mics, keyboard/ mouse, batteries, etc. and make sure it's operational.
- If applicable, turn off technology, turn off lights, and lock the facility.
- Return the key (if applicable) and report any damage or missing inventory to the room manager.
- Please alert the room manager If there is a problem that you cannot solve. It is better to notify them of a problem rather than hearing about it from someone using the room after your event.

Our goal is to work together to ensure the student organizations continue to have access to rooms and facilities. Failure to adhere to these responsibilities can lead to losing the privilege of utilizing rooms.

If you have any problems reserving a room, contact Wes Uehara wuehara@seas.ucla.edu for assistance.

Richard Wesel
Associate Dean for Academic and Student Affairs

Gregory Pottie
Associate Dean for Research and Physical Resources

Wesley Uehara
Engineering Student Organization Coordinator