ROOM 2121 USE AGREEMENT

Reservation for Room 2121 is not complete until form has been filled out.

Return completed form to receptionist@conet.ucla.edu

Organization: ______________________

Contact: _________________________

Phone: ext. _______ Email: _________________________

Meeting purpose: ____________

Date: see email Start time/End time: see email # of Attendees: _

Meeting liaison (to be present during meeting): __________

FOOD No BEVERAGES No will accompany meeting.

ALL FOOD & BEVERAGES MUST BE PLACED ON COUNTER

Caterer: _____ Phone: _____

Conditions:

1. Chancellor and Executive Vice Chancellor may preempt use of room.
2. 48 hour notice is the policy for requesting technical assistance.
3. If canceling the meeting, also cancel tech support if it was requested.
4. Food and materials must be removed at end of meeting.
5. Spills or breakage to be reported to receptionist in MH 2147 immediately.
6. External projectors are not allowed in room.
7. Equipment to be set up and turned off by Chancellor’s Office AV Staff only.

__________________________________________________________________

Check items needed:

Projection for laptop _____

In-room computer (conet users only) (VGA, HDMI Mini DP adaptors) _____

Easel _____

Telephone (single non-conference line) _____

Polycom _____