

Elings Hall Meeting Room Reservation and Use Policies Updated September 2022

Use of meeting rooms in Elings Hall requires adherence to the policies contained herein. Any reports of non-compliance will result in the cancellation of existing approved reservations and suspension of future reservation privileges.

Room Reservations **MUST** be placed using the [Reservation Request Form](#) on the [CNSI Website](#). You will be notified by CNSI Events Staff when your reservation has been approved or denied. Allow **AT LEAST 3** business days for a response.

The individual listed as the “Responsible Party” on the reservation request is expected to be in attendance for the entire meeting reservation. S/he will be held accountable for adherence to the policies on behalf of the Department or Organization hosting the meeting.

1. After each use, the following must be completed:
 - a. Meeting room cleaned
(white boards erased, no papers or other materials left behind, etc.)
 - b. Chairs and tables restored to the room’s original intended set-up
 - c. Projector turned off
 - d. TV monitors turned off
 - e. Lights turned off
 - f. Room door closed

2. Food and Drink:
 - a. Catering is allowed with **prior approval through your reservation** and in accordance with [UCSB Policy, Food Services](#).
 - b. **ALL trash must be removed** from the building and placed in the large trash bins **OUTSIDE** Elings Hall (rear parking lot). Any food or drink left behind or in the trash attracts pests and will be considered strictly non-compliant and will impact the ability of the Responsible Party and the Department/Organization hosting the event to use the facilities in the future.

3. All event details must be handled by the organizer/user requesting the space. No on-site assistance will be provided by CNSI staff, including set-up/break down of furniture. Contact [UCSB Distribution and Logistical Services](#) for rentals. The event organizer/user must be present for all deliveries and pickups.

4. Users will be charged for any expenses incurred by CNSI for clean-up and /or repair of damage.

5. Users must provide their own adapters for connecting to AV equipment in conference rooms. All rooms contain VGA and HDMI connections.

6. Requests for meetings occurring outside of normal working hours (Monday - Friday, 8:00 am – 5:00 pm):
 - a. Require review by CNSI Management and may take longer to receive a response.

- b. If the reservation is approved, all exterior doors must be monitored at all times and only attendees/participants of the approved meeting are allowed into the building. Propping the doors open is a major security risk and is expressly forbidden.
 - c. A career staff or faculty member must be present during the entire meeting held outside of normal working hours and must be listed as the responsible party on the reservation form. Said individual, Department and Organization will be held accountable as noted in all items above.
- 7. Users are responsible for monitoring and adhering to all campus policies/protocols regarding any current or future health and safety recommendations/mandates.
- 8. All current campus policies/protocols must be followed for any functions involving [minors](#) and external participants.