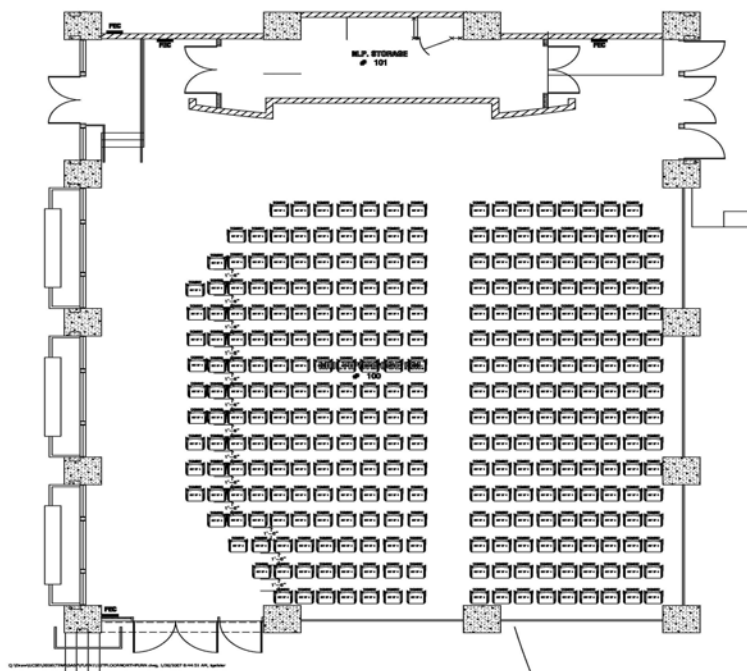


## SSC SHARED CONFERENCE ROOM INFORMATION (9/11/2007)

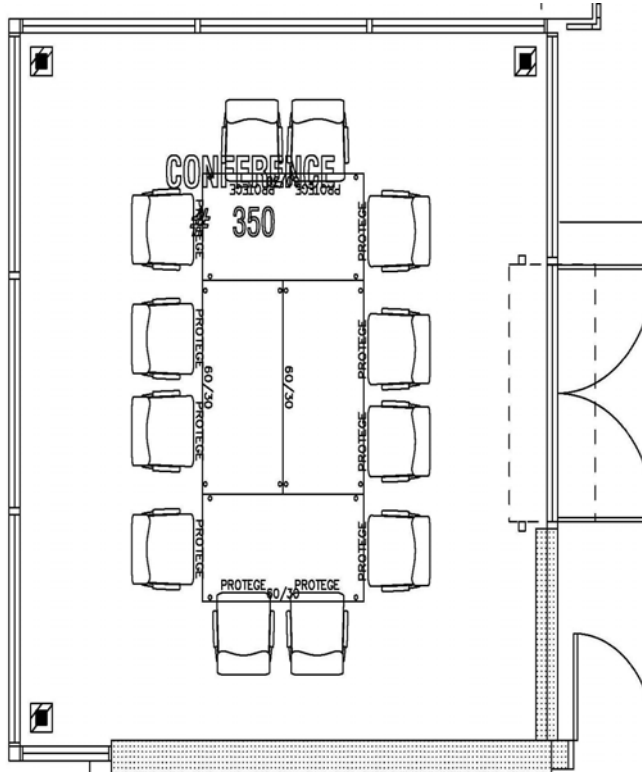
- **Scheduling:**
  - See below for a list of the conference rooms available and specifications for each.
  - To schedule time in one of the rooms below, please send an e-mail (no phone calls) to Pamela Haggins, [sscreservations@ucsd.edu](mailto:sscreservations@ucsd.edu). Requests must be received at least 24-hours prior to your event.
  - Include in the e-mail:
    - Start time and end time
    - Name of meeting/Group
    - Contact information for meeting requestor
    - Number of people attending
    - Recharge/Index number in case there is damage to the room, furniture, etc. or missing furniture.
- **Rules:**
  - **Pick up key to conference room 1 day prior to your meeting. Key can be picked up in Suite 455, Admissions and Relations with Schools and must be returned immediately after your meeting.**
    - **To unlock the door: Turn the key to the left, then turn thumb knob to the right.**
    - **To lock the door: Turn the key to the right until you hear a 'click'.**
  - A calendar will be posted on the conference room door or near the door indicating which meetings are scheduled in the room for that day.
  - **Furniture must be returned to the default position shown in the room layouts below.** Costs for custodial service to restore furniture to the default position will be charged to your index should it require more than the typical cleaning (e.g. large catered events, food/beverage spills on carpet, stains on tables and chairs, etc).
  - Occupants are responsible for cleaning the conference room after your meeting/event. Cleaning costs requiring additional custodial services will be charged to your index.
  - If you plan to remove any furniture to accommodate your meeting, notify Pamela in your original email request. Instructions for storing furniture will be provided in your confirmation e-mail.
  - **Occupants are responsible for ensuring that appropriate trash receptacles are in place and food is disposed of properly, if you have food at your meeting/event.**
  - Custodial Services is responsible for securing the conference rooms after your event.
  - To cancel your reservation, contact Pamela via e-mail one day in advance of the originally scheduled meeting date.
- **Multipurpose Room, 1<sup>st</sup> floor**
  - 300 chairs
  - (10) 6ft rectangle tables
  - (20) round tables that can seat 10 people each
  - 3600 – 3700 square feet





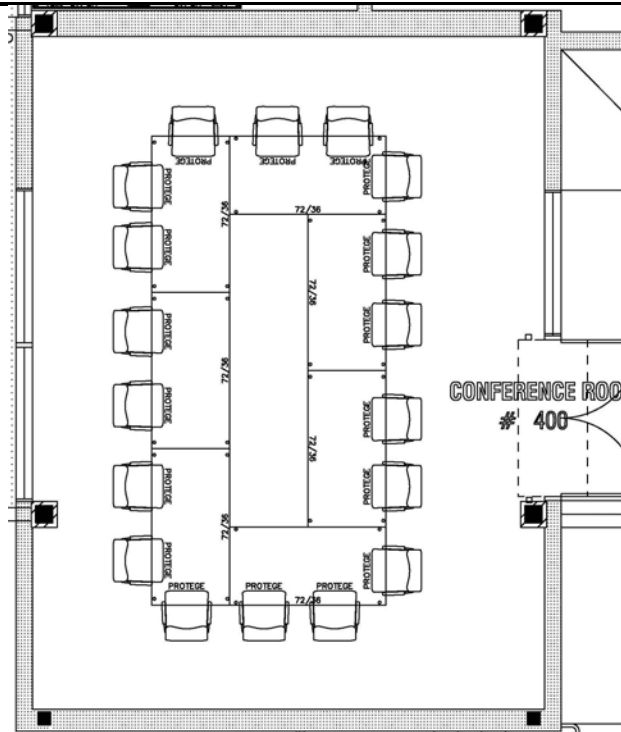
# SSC SHARED CONFERENCE ROOM INFORMATION (9/11/2007)

- **Conference Room 350, 3<sup>rd</sup> floor**
  - 12 chairs
  - (4) 6ft tables

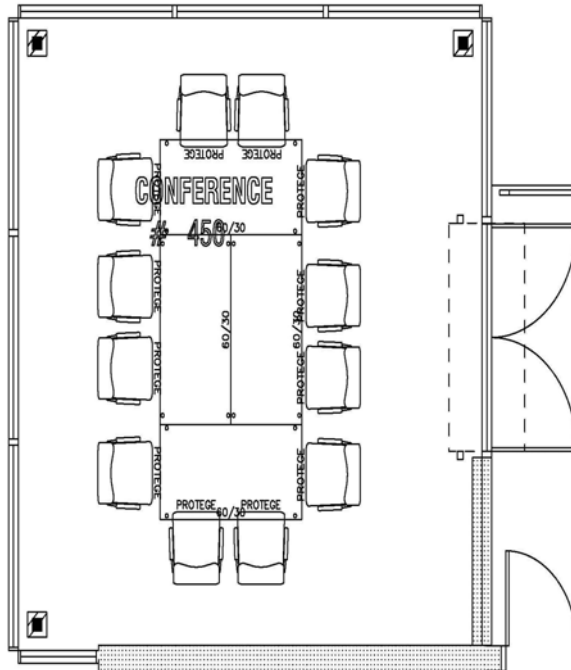


- **Conference Room 400, 4<sup>th</sup> floor**
  - 18 chairs
  - (7) 6ft tables

# SSC SHARED CONFERENCE ROOM INFORMATION (9/11/2007)

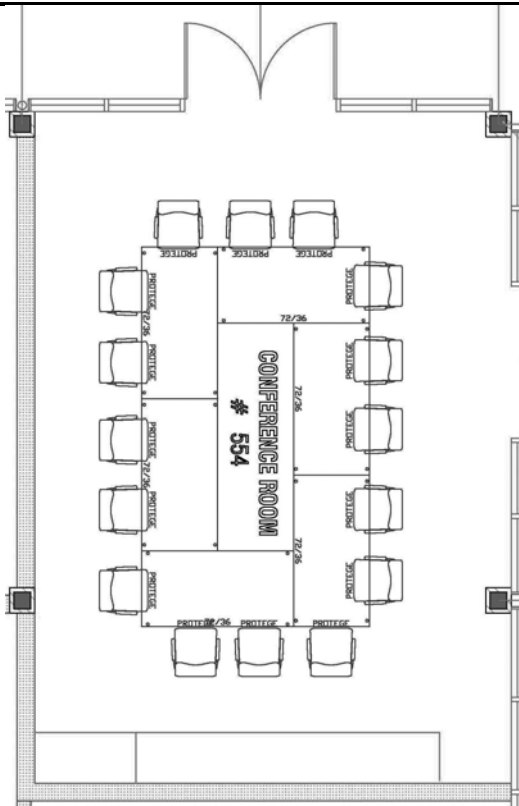


- **Conference Room 450, 4th floor**
  - 12 chairs
  - (4) 6ft tables



- **Conference Room 554, 5<sup>th</sup> floor**
  - 18 chairs
  - (7) 6ft tables

# SSC SHARED CONFERENCE ROOM INFORMATION (9/11/2007)



- **Conference Room 554A, 5<sup>th</sup> floor**
  - 12 chairs
  - (4) 6ft tables

