

UCSB Department of Chemistry & Biochemistry

Room Reservation Policies & Spaces

Overall Reservation Policies

Eligibility & Scheduling

- **Eligible Users:** Priority is given to Department of Chemistry & Biochemistry faculty, staff, official departmental seminars, and group meetings.
- **Quarter-by-Quarter Booking:** Room reservations are scheduled on a quarter-by-quarter basis in accordance with departmental policy. Long-term or multi-quarter bookings must be re-confirmed prior to the start of each academic quarter.

Booking & Billing Requirements

- **System & CCOA Requirement:** Rooms are booked via the CHEM Room Reservation System. A valid **Project / CCOA** is required at the time of booking to cover potential cleaning or repair incidentals should the room require maintenance after your event.

Host Responsibilities

- **Arrival Inspection:** At the start of your reservation, inspect the room and equipment. Report any existing cleanliness issues, damage, or broken equipment immediately to the DCB Administrative Team.
- **Cleanup & Room Reset:** To avoid recharge billing, the reservation host must ensure the room is left clean and fully functional before departing:
 - Place all trash in proper receptacles.
 - Ensure tables, sinks & counter surfaces are clean.
 - Return all furniture to its original layout according to the room diagram.
 - Report any equipment or maintenance issues that arose during your session immediately to the DCB Administrative Team and/or IT.