



CALIFORNIA STATE UNIVERSITY
FULLERTON

COLLEGE OF EDUCATION

		Room	
Reservation Time	From:	To:	

Room Reservation Check List

The contact person (staff/faculty only) requesting the room will be responsible for making sure the check list below is completed and signed. Students cannot be the responsible party, only staff and faculty members. Your department will be billed for any cost of cleaning for spills/stain. After the form is completed, please return to the front desk of CP-500 so the form can be verified. Failure to complete the check list below will result in a 2 strike policy. Room privileges will be revoked for your entire department for one semester and permanently if it occurs again consecutively. Please be advised.

Requestor Name:

Department:

Extension: Email:

Title of Reservation:

Room

Task	Done?
Rearrange tables back to normal configuration	<input type="checkbox"/>
Push in chairs and return them back to normal configuration	<input type="checkbox"/>
Erase and clean white boards	<input type="checkbox"/>
Clean up any mess, spills, and trash	<input type="checkbox"/>
Close the blinds (if any)	<input type="checkbox"/>
Turn off lights	<input type="checkbox"/>
Close the door	<input type="checkbox"/>

Technology

Task	Done?
Log off computer	<input type="checkbox"/>
Turn off projector	<input type="checkbox"/>
Turn off keyboard (if using wireless)	<input type="checkbox"/>
Turn off mouse (if using wireless)	<input type="checkbox"/>
Turn off fans (if in use)	<input type="checkbox"/>
Return any borrowed devices	<input type="checkbox"/>

Signature _____

Date _____

Approved _____