



CALIFORNIA STATE UNIVERSITY
FULLERTON
COLLEGE OF EDUCATION

Room Reservation Rules

Room Request:

Fall Semester – Reservation will be accepted on the second Friday of **July**

Spring Semester - Reservation will be accepted on the second Friday of **December**

Winter Session - Reservation will be accepted on the first Friday of **November**

Summer Session - Reservation will be accepted on the second Friday of **April**

***Reoccurring reservations can only span for one semester**

Send room request by email to Jamie Reim for each semester and session. **The request will be on a first emailed first served basis.** Emails will not be accepted earlier and must be submitted on the dates stated above. Reservations for classes will have top priority and will not need to follow the reservation time frame. **Departments will be billed for any stains found on the carpet. Please be advised.**

CP-500 Rules:

- ❖ Food and drinks will no longer be permitted in the room except water
- ❖ Food may be granted for special events by obtaining special permission on a case to case basis
- ❖ If food is approved, any cost of cleaning spills or stains will be charged to the appropriate department
- ❖ Request made after 5 pm will require special permission and for a staff/faculty member to be present at all times
- ❖ No classrooms are permitted in the room

All Rooms:

- ❖ Arrive on time for the reservation
- ❖ Be considerate of reservations before and after your reservations
- ❖ Doors should remain closed at all times
- ❖ If chairs and tables are moved, be sure to move them back to the normal configuration
- ❖ Clean white boards after using
- ❖ Clean up any mess, spills, and trash
- ❖ Close the blinds
- ❖ Turn off lights
- ❖ Close the door