Conference Room Policy
Kemper 1003
Capacity: 60

This room is available to College of Engineering faculty and staff only.

The Dean’s Office is happy to manage your reservation for this conference room. However, we are not responsible for the setup or cleanup of the room. Please observe the following guidelines to keep this room in order and ready for upcoming reservations:

- This room is equipped with an overhead projector, a projector screen, one AV cart with attached VGA cord, a whiteboard and a direct telephone line (530-752-3894). If you use AV equipment, please make sure everything has been powered off and returned to its original place before you leave.
- We do not provide additional AV equipment (i.e., laptop, adaptors, conference phone, etc.).

**If you require IT assistance, please call 530-784-4876 (Monday – Friday, 8am – 5pm)**
- Food and drink are allowed in this room. If you have food or drink at your event/meeting please observe the following procedures:
  - Dispose of all food and food containers in the recycling bins and/or dumpsters located outside of Kemper Hall (in Parking Lot 44).
  - Wipe down tables with the disinfectant wipes provided in the room.
  - Clean and report any spills to the Dean’s Office immediately. Your department will be billed if the spill requires professional cleaning.
- Please be sure to reserve adequate time before and after your event for setup and cleanup.
  - If you reconfigure the tables and/or chairs, please rearrange them to reflect the layout displayed on the wall.
  - If you reserve this room along with Kemper 1007 and would like the dividing wall opened for your event, please be sure to reserve an additional 30 minutes before and after your event to allow Dean’s Office staff to move the wall. Email coedohelp@ucdavis.edu with the date and time you will need the wall opened.
- If you use the whiteboard, please erase all markings and return markers and erasers to their holders.
- Please turn off the lights when you leave and lock the door if your reservation extends past normal business hours (5pm).
- If you borrow a key, please return it to the Dean’s Office (1042 Kemper) within 24 hours of your reservation.
- The Dean’s Office is not responsible for lost or stolen property. If you lose an item, you may check the Dean’s Office (1042 Kemper) and/or the Engineering Undergraduate Office (1050 Kemper) to see if it has been turned in.

Thank you for your cooperation!