

DEAN'S OFFICE SHARED SPACE USE – THINGS TO REMEMBER

Kemper 1003, 1007, 1065, 1066, Lobby and Courtyard & Academic Surge 2022 and 2050

Reserving Space

- ✓ To check availability and submit reservation requests go to: <http://cows.ucdavis.edu/engr>
- ✓ Send requests to edit/delete reservations to: coe-scheduling@ucdavis.edu
- ✓ 1003/1007/1065 Kemper and 2022/2050 Academic Surge are for faculty and staff use only
- ✓ Send requests to have the 1003/1007 Kemper wall opened to: coedohelp@ucdavis.edu (reserve 30 minutes before and after your reservation to allow Dean's Office staff time to open and close the wall)
- ✓ For Kemper Hall afterhours reservations (before 8 am and after 5 pm), visit the Dean's Office for key check out – borrowed keys should be returned to the Dean's Office within 24 hours of your reservation; for Academic Surge rooms, check with your unit/department manager for door codes
- ✓ For large group events which may generate excessive amounts of waste and/or lead to increased restroom usage, please submit a Custodial Services work order in advance at: <http://facilities.ucdavis.edu/custodial-services/contact.html>
- ✓ Delete reservations that are no longer needed to allow others the opportunity to use the space

Help Keep Spaces Clean & Ready for Use

- ✓ Please ensure you have reserved adequate time before and after your meeting/event for setup and cleanup; the Dean's Office is not responsible for this
- ✓ Return tables and chairs to their original configuration – a layout is posted near the entrance of each conference room and in the lobby for your reference
- ✓ Erase white board markings using the dry erase markers provided
- ✓ Each conference room is equipped with cleaning supplies; please wipe down all tables with disinfectant wipes if your meeting/event included food and/or beverages
- ✓ Dispose of all food and drink containers in the recycling and/or trash bins located in Parking Lot 44, across the street from Kemper Hall
- ✓ Clean up and report any spills to the Dean's Office immediately
- ✓ Please take a look around the room prior to departure – the Dean's Office is not responsible for lost or stolen property, however, check with the Dean's Office (1042 Kemper) and/or the Engineering Undergraduate Office (1050 Kemper) for lost items that may have been turned in
- ✓ Turn off lights and lock the door behind you if your reservation extends past 5 pm

Conference Room Specifications

- ✓ **1003 Kemper (capacity 60)** is equipped with an overhead projector, projector screen, an AV cart with VGA cord and direct telephone line – **530.752.3894** (bring your conference phone and accessories)
- ✓ **1007 Kemper (capacity 15)** is equipped with two projector screens and a direct telephone line – **530.754.9397** (bring your conference phone and accessories)
- ✓ **1065 Kemper (studio capacity 24, lecture capacity 60)** is equipped with a front facing projector, several individual station projectors, HDMI cord, Mac HDMI cord, VGA cord and an auxiliary cord
- ✓ **1066 Kemper (capacity 15)** has one projector screen
- ✓ **2022 Academic Surge (capacity 30)** is equipped with an overhead projector, projector screen, an AV cart with VGA and HDMI cords, a direct telephone line – **530.752.4110** – and a conference phone
- ✓ **2050 Academic Surge (capacity 25)** is equipped with a portable projector screen
- ✓ Please note the Dean's Office does not provide additional equipment (i.e. portable projectors or screens, laptops, adaptors, conference phones, etc.)
- ✓ All AV equipment should be powered off and/or returned to its original location, including retracting projector screens

If you require assistance with any AV equipment, please contact the COE IT Help Desk:

530.784.4876 ~ M-F ~ 8 am – 5 pm