

## BOOKING POLICY

EEB has set the following priorities for the use of meeting rooms:

1. Meeting room spaces can be booked on a semester basis only. Meeting rooms will be reset at the beginning of each semester (Sept 1, Jan 1, May 1).
2. Bookings will be allowed on a first come/first serve basis.
  - Faculty and Staff meetings
  - Lab meetings
  - Student meetings
  - Workshops
  - Other uses related to EEB/CSB research/business
3. No external bookings will be allowed.
4. The ES 3043 is now a meeting space for Fall 2019. Please return the room to its original configuration.
5. Only one meeting room booking per day per request is allowed. Duplicate reservations will be removed. Tentative bookings may be allowed in more than one room however, they must be released within 24 hours.
6. **Please cancel or release the hold on your room booking in a timely fashion to free up the space for others to use.**
7. Key access to meeting rooms can be obtained from the EEB Reception desk. Please return the key as soon as possible.
8. The maximum capacity of the room is noted under *Meeting Room Information*. Please do not exceed the room capacity as this is a fire prevention requirement.