

**UCSB**  
**Dept of Film and Media Studies**  
**Room Reservation Form**

**Student Name:** \_\_\_\_\_

**Organization/Project/Event Title:** \_\_\_\_\_

**Room #** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Perm #** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Room Use:** \_\_\_\_\_

**Room Use Policies:**

Student use of these spaces is a privilege. Please make certain to maintain these spaces so that you can use them again.

The spaces are primarily teaching spaces and as such classes or colloquium have priority in bookings.

You may have food in the seminar room and conference rooms but not in the screening rooms (THE FRANK ROOM or THE LAZARUS).

If you are filming in the space you must be aware of noise and not disturb any of the surrounding offices or classes.

If you are using any of the media equipment please ask for training on it before use.

NEVER attempt to fix any wiring in the spaces. Please alert Dana Welch or Joe Palladino if you have any technical difficulties in the space.

**IMPORTANT NOTE:**

Please make sure all doors are locked after your meeting.

Please clean up any materials you have brought into the room and return all tables and chairs to their original positions so that the room is clear and presentable for the next day's usage or classes.

If you are using the projector please make certain it is turned off when you leave.

DO NOT LEAVE ANY TRASH OUT IN THE ROOM. PLEASE USE THE TRASH CAN PROVIDED.

RETURN THE KEY BACK TO Debjani in Room 2427 ON THE FOLLOWING BUSINESS DAY.

Financial Responsibility: Please note that there will be a charge to your BARC account for any damage to the room or equipment.

**Student Signature:** \_\_\_\_\_ **Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_