

BNN Administration

Room Reservation Policy and Procedures

The following rooms are available for reservation:

ROOM NAME	LOCATION	HOW TO REQUEST A RESERVATION
Biology Rooms		
The Darwin Room Biology Conference Room	Spieth 1239	https://frs.ucr.edu
The Moore Room Biology Conference Room II	Spieth 3365	https://frs.ucr.edu
Biology TA Offices	Life Sciences 1434 A, B, C	https://frs.ucr.edu
CBNS Rooms		https://frs.ucr.edu
CBNS Conference Room	Life Sciences 2550	https://frs.ucr.edu
Biological Sciences (BSB) 1103	Biological Sciences 1103	https://frs.ucr.edu
CBNS TA Offices	Life Sciences 2510, 2515	https://frs.ucr.edu
CBNS Rooms NOT in FRS		
Biological Sciences (BSB) 2101	Biological Sciences 2101	BSB Conference Room Request Form
Biological Sciences (BSB) 3103	Biological Sciences 3101	BSB Conference Room Request Form

I. POLICY

- Room reservation requests must be approved prior to using the requested room. For security and maintenance reasons, no unauthorized use is permitted.
- Rooms are not intended for regularly scheduled courses or classes. In rare cases, exceptions may be made at the discretion of the Department Chair. However, no guarantee can be made that a course/class request will be approved by the Department Chair.
- Rooms are to be used for the Department/Unit and University functions only.
- The use of these conference rooms is a privilege. All users are responsible for ensuring that the room is clean and secure upon leaving. *The last approved user will be held responsible if the room is left in an unacceptable state, and if items belonging in the room are damaged or missing.*

- Requests are received and reviewed in the order they are submitted in the system.
- Requests are usually processed within one business day.

II. PROCEDURE

Rooms Managed in the FRS System

- A. Go to <https://frs.ucr.edu> to request a room reservation.
- Enter the meeting **Date**.
 - Select **Institution** from the drop down menu. (UCR)
 - Select **Facility Unit** from the drop down menu. (Biology, BNN Administration, or Cell Biology & Neuroscience).
 - Select **Facility** from the drop down menu.
 - **Facility** Choices:
 - Biological Sciences (BSB 1103)
 - CBNS Conf. Room (LSP 2550)
 - The Darwin Room (Spieth 1239)
 - The Moore Room (Spieth 3365)
 - TA Offices (LSP 1434 A,B,C, 2510, 2515)
 - Hit the "Go" button, select the desired start time by clicking on the link in the corresponding box, and complete all starred fields.
 - If you would like to make a reservation for multiple dates (i.e. weekly or monthly on specified days/dates), ***be sure to correct the "End Date" field first.*** Then you will be able to change the "Frequency" field to select either a "weekly" or "monthly" option.
 - **When all fields are complete**, click the "Submit" button.
 - The system will e-mail you with an acknowledgement of your request with the subject line "Reservation Requested." This e-mail will include your confirmation number. If you need to make any changes to your reservation, please click on the link provided in this e-mail and input your confirmation number and e-mail address on the linked page. Then you will be able to view/modify your request.
 - **Approvals:** If your reservation is approved you will receive an email from NoReply@thec3tech.com with the subject line "Reservation Approved."
 - **Denials:** If your request is denied you will receive an email from NoReply@thec3tech.com with the subject line "Reservation Denied." Reasons that requests may be denied include but are not limited to: unavailability of the room, the number of attendees/capacity is too large for the requested room, etc.
 - **Requests for More Information:** If your request requires more information, you will receive an email from NoReply@thec3tech.com

with the subject line "Additional Reservation Information Needed."
Please provide the information requested and resubmit your request.

- If you have any additional questions or concerns regarding your request, please contact the BNN Administrative Staff at bnnadmin@ucr.edu or call x2-5903 for assistance.

B. There will be a Sign-In Sheet in each room. Users are required to sign in with the date and time. When the meeting is complete, users must sign in with the following information: his/her name, the date, and the time the room was used.

Rooms NOT Managed in the FRS System (BSB 2101 and 3101)

- Please fill out the Wufoo form located on the BNN website here: <https://bnnadmin.wufoo.com/forms/bnn-administration-bsb-conference-room-request/>.
- There will be a Sign-In Sheet in each room. Users are required to sign in with his/her name, and the date and time.
- These rooms are for CBNS faculty use only. In rare cases, exceptions may be made at the discretion of the Department Chair.
- If you have any additional questions or concerns regarding your request, please contact the BNN Administrative Staff at bnnadmin@ucr.edu or call x2-5903 for assistance.