

ESB Conference Room Reservation Policies

GENERAL POLICIES

General Use Policies:

- Rooms must be used by academic groups for academic purposes.
- Requests are approved on a first-come first-served basis.
- Priority will be given to CoE Departments, Programs, and Centers.
- Priority will be given to events tied to the campus' calendar.
- CoE courses that are held once a week may use the room as long as no tests, mid-terms, or final exams are held.
- The conference rooms are not to be used as a general-use classroom and use that is tied to the campus' final exam schedule are not allowed.
- Non-CoE courses are not allowed.
- Events in the same room for more than three consecutive days are not allowed.
- Reservation holder is responsible for returning room to original configuration and will be charged actual costs to clean and/or repair any damage.
- Under emergency circumstances, the Dean has the right to cancel any reservation. User will be notified with as much notice as possible and efforts will be made to find another room.
- Exceptions to these policies can be requested via the ESB Reservation Policy Committee.

RESERVATIONS AND ROOM ETIQUETTE

ESB 1001 and 2001 Reservation Policy

1. Requests for reservations for single-use and repeating events throughout the upcoming academic year may be submitted by March 17, 2014 and March 1st in subsequent years for all CoE Departments, Programs, and Centers by sending an e-mail to esbreservations@engineering.ucsb.edu.
2. Requests will be reviewed by the ESB Reservation Policy Committee with every effort to resolve scheduling conflicts being made. Reservations for the upcoming academic year will be set by April 15, 2014 and April 1st in subsequent years. This will be an interactive process and we ask that everyone participate in a cooperative and compromising spirit.
3. Once the reservations for the upcoming academic year have been set in item #1, reservations for single-use and repeating events for all CoE Departments, Programs, and Centers may be made via the on-line room reservation system up to the end of the academic year and are subject to the first-come first-served policy.
4. Non-CoE users can request one-time (single-use) reservations up to six months in advance of event as long as the date is prior to the end of the current academic year.

ESB 2003 (Mark & Susan Aas Bertelsen Conference Room) Reservation Policy

1. Requests for repeating group meetings may be made one quarter at a time in the following way:
 - a) A prioritized list of three options is to be sent to esbreservations@engineering.ucsb.edu forty-five days before the start of the upcoming quarter (see Reservation Deadlines for specific due dates).

- b) Requests will be reviewed by the ESB Reservation Policy Committee with every effort being made to approve the requester's top priority. Reservations will be set no later than thirty days before the start of the upcoming quarter. This will be an interactive process and we ask that everyone participate in a cooperative and compromising spirit.
2. Requests for single-use reservations for CoE or non-CoE users can only be made once the repeating group meeting reservations have been set. Single-use reservations can be made via the on-line room reservation system and are subject to the first-come first-served policy.

Exception Policy

- Requests for overall use and reservation policy exceptions can be submitted to esbreservations@engineering.ucsb.edu for consideration by the ESB Reservation Policy Committee.

Unexpected Need to Use a Room That Has an Approved Reservation

- In the spirit of cooperation, if a need arises for use by another party for a room that is already reserved, the new requester should contact the room holder to see if the event can be moved to a different location. The new requester should provide ample assistance in finding and/or reserving a new venue.
- The new requester has the option to request assistance from the ESB Reservation Policy Committee. The request should be sent to esbreservations@engineering.ucsb.edu identifying the specific need and the steps that have taken place to accommodate the room holder.

Return Room to Original Condition Policy

- Reservation holder is responsible for returning the chairs and/or tables to original configuration.
- It is the responsibility of the reservation holder to ensure the room is clean and not damaged before each use and report same on the Damage Reporting Sheet.
- Reservation holder will be charged costs incurred to clean or repair any damage in the room caused by their event.

Cancelation Policy

- Given limited resources that are available, failure to utilize space as reserved has a significant downside. Therefore, we ask that reservations be cancelled as soon as it known the room is not needed and, preferably, no less than 48-hours in advance of reservation.
- Evidence of repeated failure to cancel reservations 48-hours prior to the reservation can result in the requester's privileges being restricted.

Room Use by Academic Student Groups

- Reservation requests for CoE academic student groups may be made following the room reservation policies as noted above.
- Faculty advisor and/or staff advisor need to be present during student group events and reservations must be sponsored by the group's faculty advisor.

Reservation Deadlines

Deadlines for ESB 1001 and 2001

- Requests for July 1, 2017 through June 30, 2018:
 - Requests submitted by March 1st and reservations will set by April 1, 2017
- Requests for July 1, 2018 through June 30, 2019:
 - Requests submitted by March 1st and reservations will set by April 1, 2018
- Requests for July 1, 2019 through June 30, 2020:
 - Requests submitted by March 1st and reservations will set by April 1, 2019
- Requests for July 1, 2020 through June 30, 2021:
 - Requests submitted by March 1st and reservations will set by April 1, 2020
- Requests for July 1, 2021 through June 30, 2022:
 - Requests submitted by March 1st and reservations will set by April 1, 2021
- Requests for July 1, 2022 through June 30, 2023:
 - Requests submitted by March 1st and reservations will set by April 1, 2022
- Requests for July 1, 2023 through June 30, 2024:
 - Requests submitted by March 1st and reservations will set by April 1, 2023

Deadlines for ESB 2003

- Requests for Fall 2017:
 - List submitted by August 3rd and reservations will set by August 18, 2017
- Requests for Winter 2018:
 - List submitted by November 16th and reservations will set by December 1, 2017
- Requests for Spring 2018:
 - List submitted by February 15th and reservations will set by March 2, 2018

- Requests for Summer 2018:
 - List submitted by May 5th and reservations will set by May 25, 2018
- Requests for Fall 2018:
 - List submitted by August 3rd and reservations will set by August 17, 2018
- Requests for Winter 2019:
 - List submitted by November 16th and reservations will set by November 30, 2018
- Requests for Spring 2019:
 - List submitted by February 15th and reservations will set by March 1, 2019

- Requests for Summer 2019:
 - List submitted by May 3rd and reservations will set by May 17, 2019
- Requests for Fall 2019:
 - List submitted by August 2nd and reservations will set by August 16, 2019
- Requests for Winter 2020:
 - List submitted by November 14th and reservations will set by December 2, 2019
- Requests for Spring 2020:
 - List submitted by February 14th and reservations will set by March 2, 2020

- Requests for Summer 2020:
 - List submitted by May 1st and reservations will set by May 15, 2020