

# 654 Minnesota Conference Room Guidelines

	Capacity	Phone (415)	Room	Projector/Screen	Video Conference
Alexandria	8	476.4794	236	Yes	Yes
Balboa	6	476.6298	230	Yes	
Castro	4	476.9576	254A		
Clay	6	476.4634	247	Yes	
Coronet	4	476.9577	252A		
Embassy	8	476.6232	254	Yes	Yes
Empire	4	476.7768	250		
Fox	12	502.2769	265	Yes	Yes
Kabuki	4	502.3347	232	Yes	
Marina	4	476.8001	240		
Orpheum	8	476.6304	259	Yes	Yes
Paramount	18	502.2770	204	Yes	Yes
Roxie	8	476.6233	252	Yes	Yes
Tivoli	24	476.6235	308	Yes	Yes
Victoria	4	476.7765	229		

## Intent of Guidelines

The intent of these guidelines is to establish consistent scheduling policies and to communicate a clear, consistent process for reserving and using 654 Minnesota meeting rooms, minimize scheduling conflicts, implement a central scheduling system to streamline Conference Room requests, monitor the number of events occurring each day, and oversee the use of shared facilities.

## Scheduling Conference Rooms

Conference rooms can be scheduled for the following reasons:

- for meetings lasting longer than 30 minutes
- for meetings that require specific A/V equipment

## Who has Access/Rights to Reserve

Each department has assigned schedulers that have Outlook rights to reserve/cancel meetings in the fifteen conference rooms (<https://654minnesota.ucsf.edu/conference-room-schedulers>).

## How to Reserve Conference Rooms if you don't have access

- Check Conference Room calendars for availability.
- Contact your authorized department schedulers; if they are unavailable you can send a request to the Front Desk Reception with the information below:
  - Include important information in the title and body of the reservation request, including concise subject line, contact information, attendees and/or special instructions.
- **Notify the person that helped you book the room to release it if you cancel your meeting.**

*Note: Scheduled conference rooms are "first come, first serve" to 654 staff. Please work together utilizing the [654MNConfRoomSchedulers@ucsf.edu](mailto:654MNConfRoomSchedulers@ucsf.edu) distribution list when appropriate should meetings need to be scheduled in rooms already reserved.*

## User Responsibilities

### Room Set Up/Clean Up

Please include extra time for setup and cleanup when reserving your room. Users are responsible for returning the room to the pre-existing setup once your meeting has concluded, including chairs and associated ports & equipment.

### Equipment

Each room is outfitted with equipment necessary for its intended use. Please consider the basic logistical and technological needs of your meeting and schedule the appropriate room.

### Refreshments

Light refreshments may be served in each room, provided that proper care is given for cleanup, etc. Trash and recycling should be placed in appropriate receptacles in the hallway or nearest breakroom.

### Room Cancellations

If your room reservation is no longer needed, please cancel the reservation as soon as possible and remove it from the calendar.

### Time Management

Please be mindful of your meeting end time and conduct your meeting in the time scheduled.

***\*These rooms are not intended for eating your lunch in them.***

## Reporting Concerns with Conference Rooms

Please report any concerns you may have regarding a conference room at <https://654minnesota.ucsf.edu/content/report-conference-room-issue>