



UNIVERSITY OF CALIFORNIA CENTER, FRESNO
550 E. SHAW AVENUE, FRESNO, CA. 93710
CALL 559/241-7400 FAX: 559/241-6554

Room Reservation Checklist

- **FORM MUST BE COMPLETED (including the following)**
 - ***EXACT NAME OF YOUR SEMINAR, CONFERENCE or CLASS (Exactly the way it is being distributed to attendees or participants)***
 - ***Start & ending time (exact time of entry of the room including set-up and clean-up)***
 - ***Number of participants***
 - ***Set up needed for room***
 - ***Signed by responsible party***

- IF YOU ARE REQUESTING A ROOM FOR SOMEONE OTHER THAN YOURSELF IT IS VERY IMPORTANT THAT ALL NEEDS OF THE INSTRUCTOR/PRESENTER IS NOTED ON THIS FORM PRIOR TO FAXING OR RETURNING. (Please indicate if you need any equipment such as: tables for catering, registration check-in, AV equipment and extension cords).

- WHEN SENDING IN PAYMENT ON A CONFERENCE ROOM PLEASE REMEMBER TO INDICATE: Date of meeting, Name of meeting & make checks payable to UC Regents Attn: Kristine

- IF REQUESTING THE COMPUTER LAB OR THE VIDEO CONFERENCE ROOM, YOU MUST CONTACT:
THE IT HELP DESK @ helpdesk@ucmerced.edu or PHONE: 209-228-4357

- A TECHNICAL CONTACT PERSON WHO KNOWS YOUR REQUIREMENTS IS SUGGESTED TO CONTACT THE IT HELP DESK.

- A **MINIMUM OF 1-WEEK ADVANCE** IS REQUIRED FOR THESE ROOMS.