

# EMN Administration

## Room Reservation Policy and Procedures

The following rooms are available for reservation:

ROOM NAME	LOCATION	HOW TO REQUEST A RESERVATION
<b>EEOB Rooms</b>		
The Darwin Room EEOB Conference Room	Spieth 1239	<a href="#">Facilities Reservation System</a>
The Moore Room EEOB Conference Room II	Spieth 3365	<a href="#">Facilities Reservation System</a>
EEOB TA Offices	Life Sciences 1434 A, B, C	<a href="#">Facilities Reservation System</a>
<b>MCSB Rooms</b>		
MCSB Conference Room	Life Sciences 2550	<a href="#">Facilities Reservation System</a>
Biological Sciences (BSB) 1103	Biological Sciences 1103	<a href="#">Facilities Reservation System</a>
MCSB TA Offices	Life Sciences 2510, 2515	<a href="#">Facilities Reservation System</a>
<b>MCSB Rooms NOT in FRS</b>		
Biological Sciences (BSB) 2101	Biological Sciences 2101	<a href="#">BSB Conference Room Request Form</a>
Biological Sciences (BSB) 3103	Biological Sciences 3101	<a href="#">BSB Conference Room Request Form</a>

### 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

### A. How to Reserve a Rooms on FRS System:

1. Go to <https://frs.ucr.edu> to request a room reservation.
2. Enter the meeting Date.
3. Select *Biology* or *Cell Biology and Neuroscience* from the "Facility Owner" drop down menu.
4. From the "Facility" drop down menu, choose one of the following rooms:
  - The Darwin Room (Spieth 1239)
  - The Moore Room (Spieth 3365)
  - EEOB TA Offices (LSP 1434 A, B, C,)
  - MCSB Conference Room (LSP 2550)
  - MCSB TA Offices (LSP 2510, 2515)
5. Choose a start date and time from the calendar screen and complete the "new request" form.
6. Hit submit to send the request form for approval.
7. The system will provide you with a request confirmation number; you can log back in to <https://frs.ucr.edu> to check the status of your request by clicking on that number.
8. You will receive a request confirmation e-mail from "CHASS Facility Reservations." You can click on the link in the e-mail or log in directly at <https://frs.ucr.edu> to check status on your request. Alternatively, you will also receive an e-mail confirming or denying your reservation request.
9. If you have any additional questions or concerns regarding your request, please contact the EMN Administrative Staff at [emnadmin@ucr.edu](mailto:emnadmin@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/their name, the date, and the time the room was used.

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

1. Please fill out the Wufoo form located on the EMN website here: <https://emnadmin.wufoo.com/forms/emn-administration-bsb-room-request/>
2. There will be a Sign-In Sheet in each room. Users are required to sign-in with

his/her/their name, and the date and time.

3. These rooms are for MCSB faculty use only. In rare cases, exceptions may be made at the discretion of the Department Chair.
4. If you have any additional questions or concerns regarding your request, please contact the EMN Administrative Staff at [emnadmin@ucr.edu](mailto:emnadmin@ucr.edu) or call x2-5903 for assistance.