

CONFERENCE ROOM POLICY

- **Reservation requests may be submitted by visiting irle.ucla.edu/2117reservation.**
- **While we do allow food and drinks to be consumed in the conference room, we ask for your cooperation in cleaning up after your meeting. Failure to comply will require us to update our food policy.**
- **AV equipment and support is not provided.**
- **Restrooms are locked and keys are not provided. Please bring your own key for you and your guests.**
- **Please help us maintain the conference room by cleaning up after each meeting.**

The conference room is made available for occasional use by outside departments. Please provide as much advance notice as possible. While we try to maintain a strict scheduling policy, sometimes emergencies arise. Therefore, the Institute and its units' scheduling needs take precedence over an outside department.
