

***** IMPORTANT!!! *** PLEASE READ *****

Please do NOT self book or "invite" an event on the Room 150 calendar. ANY booking not made by the room's management team will be **REMOVED WITHOUT NOTICE**.

Thank you for your interest in using Room 150 University Hall - Due to staffing shortage, please be aware that this email account might be checked once a day (M-F), at or around 1:00 PM or intermittently.

---- * PLEASE READ THIS ENTIRE MESSAGE *** ----**

Reservations are taken on a first-come, first-served basis. To check availability please look for "University-CR-150" in bCal, or use the following URL:

http://www.google.com/calendar/embed?src=berkeley.edu_7265736f757263652d323432%40resource.calendar.google.com&ctz=America/Los_Angeles

PLEASE DO NOT "REPLY" TO THIS MESSAGE WHEN MAKING YOUR REQUEST.

Always use a new/clean message.

Once you find an available date and time; to make a reservation the following information MUST ACCOMPANY your reservation request (**including your chartstring/COA***). Failure to include "ALL" requested info will result in a delayed confirmation or loss of your desired date/time. Please include "ALL" of the following...if you cannot send even one (1) piece of this info, don't send your request until you can do so.

We MUST have:

The name of your event;

The date(s);

The time you need access into the room and time you will leave the room; (:00 or :30; **no :15 or :45 times**);

*Your recharge chartstring; (**this MUST accompany EACH & EVERY request - please do not say it's on-file or on your IOC**). Your COA MUST be within each email request!

Your name; and

Your phone #.

In order for us to 'confirm' your reservation you will also need to provide an IOC in the amount of \$150. This is a cleaning/security deposit and will ONLY be used if damage or loss occurs during your use. If you'd like to keep this IOC on-file, for future room use, please leave OUT specific use date(s). If you need a blank IOC you can request one in your room reservation request email.

Once ALL this information is received we will send you a confirmation email within 72 hours. When you receive your confirmation it 'may' contain several Word documents attached. They may be: "Best Practices and Use Guidelines" and "Returning Room 150 Key". Please read and FOLLOW these INSTRUCTIONS FULLY to avoid losing your reservation or being charged extra fees.

Events held after normal business hours will require an "Event Control Plan" to be filed by the user before the event.

There is a \$15.00 charge if you do not cancel your use within 24 hours.

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***** ROOM INFO. *****

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The room fee is \$5/hr., in half-hour blocks (:00 or :30; **no** :15 or :45 times); with a 1hr. minimum.

Set-up of A/V or other equipment is done by the user. So, please be sure to allow time for this in your requested block of time.

****UHall 150 AV/Streaming Equipment Reservations****

All inquiries regarding AV/Streaming Equipment for UHall 150 must be emailed

to: 150streaming@berkeley.edu – You will receive a response within 72 hours.

All users must attend an AV/Streaming Equipment Training **prior** to reservation confirmation.

The room comes equipped with **only the following** items/equipment:

An 80" HD Monitor (follow instructions on wall to operate)

A Projection Screen (manual pull down)

Available AirBears Wireless Internet

Internet Connection (bring your own cable)

A Table Top Podium (**currently missing - Jan. '15**)

(1) White Board

(3) 72" x 30" Side Tables

(10) Tilt-top 60" x 30" Rolling Meeting Tables

This room can accommodate 126 people seated.

***** The Historical LARGE Center Table has been removed (Jan. '15) *****

There is NO landline phone in this room!

Thank you -