

**ROOM USE POLICY**  
**MECHANICAL ENGINEERING DEPARTMENT, UCSB**  
Prepared by Deanna Hearth and Francesco Bullo. May 6, 2014

EII, Room 2243, ME Classroom (40-50 seats)

Faculty and Staff may reserve the ME Classroom for single and recurring events. The ME Classroom may be used for TA office hours if available. The ME Classroom may not be reserved for TA office hours; an exception to this policy can be requested if a large group is anticipated, e.g., prior to an exam.

The Undergraduate Advisor handles the scheduling of the ME Classroom. The ME Classroom is unlocked from 8am until 5pm.

EII, Room 2319, ME Conference Room (10-15 seats)

Faculty, Staff and Graduate Students may reserve the ME Conference Room. The ME Conference Room may be not used for TA office hours.

The Front Desk Assistant handles the scheduling of the ME Conference Room and checks keys out.

EII, Room 3361, TA Room (10 seats)

The TA Room may be reserved for office hours: required undergraduate courses have priority and, otherwise, the room is assigned on a first-come first-served basis. The TA Room has three white boards, ten chairs, and two tables.

To reserve the TA Room, please enter your day and time on the calendar on the door. The key can be checked out from the Front Desk.

EII, Room 2355B, Chair's Conference Room (10 seats)

The Chair's Conference Room is reserved for department committee meetings. Reservations by Faculty and Staff require the Chair's approval.

The Assistant to the Chair handles the scheduling of the Chair's Conference Room.