

Room Description: Winston Chung Hall (WCH) room 233 is a large, open, multi-purpose, multi-user space. Use of WCH 233 is allocated at the Dean's discretion and is expected to be temporary and for limited durations. WCH 233 does not replace assigned department space. This Policy is intended to ensure WCH remains clean, secure, and accessible to the BCOE community.

POLICY:

1. WCH 233 can be used by current BCOE student groups only.
2. Reservations must be made with the approval from the faculty advisor or sponsoring department. Student groups must present proof of approval (i.e., email, etc.) to the Dean's office when requesting space.
3. Sponsoring departments or faculty advisors are expected to confirm group status and share this Policy with groups in advance of room use. This Policy will also be posted in the room.
4. Reservations can only be made for a limited time with specified days and hours. Typically reservations will not exceed one quarter (or 3 months); users may petition for an extension.
5. Reservations will be reviewed by Dean's Office staff and a confirmation sent to the requestor via email.
6. Once reservations are confirmed, card access will be provided from the date of confirmation through the last day of the reservation.
7. Users' ID card number(s) are required for access and must be included in the reservation request; this number will be used by the Dean's office to enable card access.
8. WCH 233 is a shared space; multiple groups may be approved to use the space during the same period. For this reason, group access is restricted to reserved times only; groups must vacate the space in time for the next user, or, if no one is waiting, no later than 30 minutes after the end of their reserved time. Scheduled Retention & Success Program use has first priority.
9. Use of WCH 233 is a privilege. To ensure maximum benefit and safety for all Users:
 - a. Be respectful to all other users.
 - b. In an emergency, call UCPD at 951-827-5222.
 - c. No eating or drinking in WCH 233.
 - d. Keep noise to a minimum.
 - e. Clean up your mess after each use.
 - f. Do not store any items outside your allocated group area; found items in other areas may be disposed without notice.
 - g. Do not store personal items in WCH 233.
 - h. Do not use supplies, equipment, etc. that are not yours without permission from the owner.
 - i. Report problems to the Safety & Facilities Coordinator in the Dean's suite (951-827-1241).
10. Costs for cleaning and repair of room damage are the responsibility of the group using the room and will be charged to group funds or the sponsoring department.
11. Persons discovered misusing WCH 233 will have access immediately revoked. Persons may petition for reinstatement, but reinstatement is not guaranteed. Dean's Office decisions are final.

REQUESTING WINSTON CHUNG HALL 233 USE

A request for use of Winston Chung Hall (WCH) 233 must be submitted in advance of space use. Please complete the form below and submit it to the BCOE Safety & Facilities Coordinator in the Dean's Office or via email at frontdesk@engr.ucr.edu.

PROJECT Title:	
Student Leader or Primary Contact (first, last, phone, email):	
Advisor or Sponsoring Department Contact Name (first, last, phone, email):	
Start Date:	End Date:
Desired Work Days/Times	Monday Hours:
	Tuesday Hours:
	Wednesday Hours:
	Thursday Hours:
	Friday Hours:
	Saturday Hours:
Sunday Hours:	
Area Needed (square footage):	
Describe any equipment that will be placed in room:	
Names and ID card numbers for student participants (for room access):	
Does your project involve the use of hazardous materials or processes? YES NO Don't Know	
IF YES: Please list chemical names and expected maximum amounts:	
By signing I acknowledge responsibility and agree to abide by the WCH 233 use Policy.	
STUDENT LEADER/CONTACT NAME (Print):	
SIGNATURE:	
SPONSOR or FACULTY ADVISOR NAME (Print):	
SIGNATURE:	