



## Room Reservation Policy

### **40 People or Less Room Reservations:**

*Please note that faculty members, lecturers, post-docs, TA's and staff members may reserve these rooms. Undergraduate students may also reserve rooms for psychology experiments.*

1. These rooms can be reserved directly with the Main Office or through the psychology website: [www.psych.ucla.edu](http://www.psych.ucla.edu).
2. Room Reservations for experiments or lab meetings cannot exceed 4 hours per week.

### **40 People or More Room Reservations:**

*Please note that faculty members, lecturers, post-docs, TA's and staff members may reserve these rooms. These rooms are usually reserved for lectures, discussions, exam reviews, and exams.*

1. Room reservations should be made as early as possible. At least one week ahead of time.
2. These rooms can be reserved by filling out a Request Form in the Main Office or through the psychology website: [www.psych.ucla.edu](http://www.psych.ucla.edu).
3. Since these request go through the Scheduling Office, please allow at least 48 hours for a room confirmation.
4. Final's Week review reservations should be submitted during the 7<sup>th</sup> week of the quarter.

### **CCBS & Grad Lounge Room Reservation:**

*Please note that faculty members, lecturers, post-docs, TA's and staff members may reserve these rooms.*

1. Reservations are taken at the beginning of every quarter on a first come first serve basis and the room can be held for the duration of the quarter.
2. These rooms can be reserved by submitting a request directly to the Main Office or through the psychology website: [www.psych.ucla.edu](http://www.psych.ucla.edu).