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.
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.
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 7th 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.