

## **CSULB Community Clinic Room Reservation Policy**

CED faculty, students and staff are invited to use the Clinic Rooms for teaching, research and service activities. The following provides a description

### **Room Description:**

The conference room seats up to 8 at a small conference table. It is located on the first floor, past the front office.

The observation rooms are located on the 2<sup>nd</sup> floor of ED-2

- 19 individual observation rooms
  - 2 rooms can seat 4 to 5 comfortably
  - 17 rooms can seat 2 to 3 people
- Each room contains a table and chairs, sliding chalkboard and/or cork board, one-way observation mirror and microphone.
- Room occupants may be observed and/or supervised in the Observation Hallway through the one-way mirror and of head phones.

### **Request:**

Submit a room reservation request at least one week prior to the day you would like to use the facilities. The request form is available on-line at

<http://www.ced.csulb.edu/edpac/clinic/>

### **Please note the following:**

- All exterior doors to the clinic must remain locked when the clinic is not open. If you are using the conference room when the clinic is closed, you must keep the clinic door closed and locked to protect the equipment and confidential records kept in the front office. You can place a sign on the clinic door instructing people to wait in the hall until they are called.
- Clinic observation rooms are used to provide Clinic services and may not be available at the requested time. Specifically, M – TH from 4 – 7 is typically not available.
- The person who reserves the room is responsible for ensuring that the room is left in its original condition (i.e., clean, furniture arrangement, etc.).
- Please do not remove Clinic furniture at any time and report any missing furniture or damaged property to the clinic staff immediately.

# Community Clinic for Counseling and Educational Services

ED2- Room 155 (562) 985-4991

## OBSERVATION ROOM RESERVATION REQUEST

PLEASE READ THE CLINIC ROOM RESERVATION POLICY BEFORE SUBMITTING YOUR REQUEST.

Please complete the following form to reserve observation rooms managed by the Community Clinic. Request forms may be submitted to the Clinic or placed in the Clinic mailbox in ED-2, Room 160A. Clinic staff will process requests made at least 1 week in advance and call or send an email to confirm the reservation. Please note that the rooms are used to provide Clinic services and may not be available at the requested time.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Check one:  Faculty  Staff  Student (requires faculty signature)

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of rooms requested: \_\_\_\_\_ Date and time: \_\_\_\_\_

Approximately how many people will be using each room at a time? \_\_\_\_\_

Purpose for room request: \_\_\_\_\_

Will you require clinic staff to be on-hand? (i.e., to supervise the waiting room, to check-out clinic material, unlock doors etc.)  No  Yes; Please explain: \_\_\_\_\_

I have read, understand and agree to adhere to the Community Clinic room reservation policy:

\_\_\_\_\_  
Signature Print Last Name & Date

\_\_\_\_\_  
Faculty Signature (if request is made by a student) Print Last Name & Date

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Request:                          | <i>For Clinic Staff Use Only</i> |
| <input type="checkbox"/> Denied   | Reason: _____                    |
| <input type="checkbox"/> Approved | Date/Time: _____ Rooms: _____    |
| Response Date: _____              | via _____ by _____               |