Student Guide : Reserving a Room

UCSD Structural Engineering

Usage Guidelines:

1. The room must be left clean; all trash must be thrown away properly.
2. When leaving, please set up the chairs in rows, so it is set for an instructor to easily teach a course the next time it's used.
3. If any food is eaten in the reserved room, please be sure the room is cleaned up afterwards.
4. Please return the key in the key-box outside our office door.
5. Club Advisor needs to provide written approval stating that they will oversee the event or be responsible for the event.

STUDENTS: Please submit the dates, times, and preferred SME classrooms you'd like to request to se-sa@ucsd.edu. Please also forward your club advisor's written consent to check out the key.

NOTE: In cases where the room is not returned to its original condition then charges will accrue.