

HARBOR-UCLA MEDICAL CENTER CONFERENCE ROOM REQUEST FORM

To schedule a conference room, please submit a Conference Room Request Form to:

humc-crr@dhs.lacounty.gov

Conference Room Scheduling Hours are Monday - Friday, 2:00 p.m. - 4:00 p.m.

Today's Date:	(ONE DAY ONLY SECTION: For multiple dates, Skip to Reservation Frequency) Requested Date:
Meeting Name:	Person In Charge of Meeting:

Starting Time: <input style="width: 80%;" type="text"/>	Ending Time: <input style="width: 80%;" type="text"/>	Number of Attendees: <input style="width: 80%;" type="text"/>
Contact Person:	Department:	
Phone Number/Ext.:	E-Mail Address:	

LOCATION OPTIONS / SEATING CAPACITY: (C=classroom seating; T=conference table)

1L1, Doctor's Dining Room - Seats 32 (T) 1N2, Assembly Room - Seats 115 (C/T) 1 East Conference Room - Seats 22 (T) 109, PCDC - Seats 25 (T) 2S2, Pathology Conference Room - Seats 60 (C) 4L2, 4th Floor Conference Room - Seats 20 (C) 5W11, 5th Floor Conference Room - Seats 28 (C) 6L2, 6th Floor Conference Room - Seats 35 (C) 7L2, 7th Floor Conference Room - Seats 35 (C)	8E6, 8th Floor Conference Room - Seats 25 (T) D9AB (D9 Bldg) - Seats 85 (C/T) N- 5, Research Building Conference Room - Seats 22 (C/T) Parlow Library Room 1 - Seats 25 (T) - No Food Allowed Parlow Library Room 1 - Cisco Video Conference (T) - No Food Allowed Parlow Library Room 2 - Seats 25 (T) - No Food Allowed Parlow Library Room A - Seats 20 (T) - No Food Allowed Parlow Library Auditorium - Seats 158 (Stadium) - No Food Allowed MFI Boardroom - Seats 35 (C/T)
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Indicate Specific Room(s) Preference:

1st Choice: 2nd Choice: 3rd Choice: Any Room Available

RESERVATION FREQUENCY: ****Must be within the current Academic Year****

<input type="checkbox"/> New Request - One Day Only <input type="checkbox"/> Renew Standing Meeting Reservation: Beginning Date: _____ Ending Date: _____ <input type="checkbox"/> New Recurring Meeting Reservation: Beginning Date: _____ Ending Date: _____	Which Day of Week: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat How Often? (Example Every 3 rd Thursday) _____ _____
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Notes:

Reservation Responsibilities:

- Keep your email confirmation to verify your room reservation.
- To cancel reservations or switch/release rooms, please send an email to humc-crr@dhs.lacounty.gov with subject line "Reservation Cancellation / Switch Authorization".
- Schedule Audio-Visual equipment 3 days in advance from Parlow Library (parlowlibraryav@gmail.com).
- Notify Housekeeping for room set-up and/or clean-up (ext.3359).