

CSUN's Extended University Commons (EUC)

Guiding Principles for Using Shared Meeting Spaces in EUC

1. The use of all shared meeting/conference rooms in EUC must be scheduled in advance through Outlook. Once you receive confirmation that the room is available and has been reserved for your use, the meeting/event will appear on the EUC calendar. Please refer to the document entitled, "How to request a Meeting Room for the Tseng College" for step-by-step instructions.
2. When reserving space, please schedule enough time to avoid staying past the reservation time. (For example, if you expect to have a 1 hour meeting, it may be wise to schedule the room for 1 ¼ hours in case you run over. If you know the group attending the session tends to run long, consider reserving 1 ½ hours.) The goal is to avoid having the next meeting group waiting for your meeting to finish, while not needlessly scheduling too much time and tying up the room longer than necessary.
3. When the scheduled meeting is in progress, close the meeting room door. EUC has many open work spaces and the noise from a meeting (voices, media, etc.) could disrupt the work of others in nearby spaces. This will also prevent your meeting from being disturbed by conversations taking place in surrounding areas.
4. To help maintain the cleanliness of EUC, food and beverages are only allowed in the following meeting/conference rooms:
 - Room 101
 - Room 319 (Dean's Conference Room; limited availability)
 - Room 375
5. When the scheduled meeting/event/working session is finished, the room must be returned to its original state. That is:
 - The room must be cleaned up after use and returned to its original configuration. If there have been spills or the like, the table tops and affected areas must be cleaned. Please alert the Facilities Manager (Arvin) if immediate additional cleaning attention is required.
 - Dispose of all trash. If you have more trash than will fit in the trash can in the room, use trash cans in nearby areas and alert the Facilities Manager (Arvin) of the excessive trash issue.

- Don't forget to push the chairs back under the table.
 - Erase and clean the whiteboard in the room if it has been used.
 - Remove all meeting materials and equipment that you brought into the room.
 - Turn off all technology that was off when you entered the room.
- 7 If you find items left behind by those attending a prior meeting in the room, please bring them to the Dean's Suite on the third floor (room 300).
 - 8 Remember, EUC is a working university office facility (not a conference or events center). EUC does not have custodial staff on hand to clean the rooms between meetings. Like other CSUN office buildings, the EUC is cleaned once a day at night. It is our responsibility to make sure we leave shared rooms as we found them – clean and ready for use for another meeting/event.
 - 9 If there are problems with the room during your reservation time, contact Arvin Babaian at Ext. 4677 or Matthew Kadota at Ext. 4618.