

## Room Reservation Policies

All approval for room reservations will be based on the department's discretion. Any special arrangements will need to be directed to the department. Adapters, laptops, and other electronic devices must be provided by the user(s).

1. Room reservations are available to the Occupational Therapy Department students, faculty, and staff.
2. Acceptable uses for the rooms would include: student organizations, student workshops, faculty instruction, and staff meetings related to the Occupational Therapy Department. **Booking spaces for the purpose of consumption (food & drink) is not permitted.**
3. Requests must be made at least one (1) week before the desired use day.
4. If you are unable to keep your reservation, please contact the department administrative analyst via email [occupationaltherapyadmin@sjsu.edu](mailto:occupationaltherapyadmin@sjsu.edu) or by phone 408-924-3070 as soon as possible.
5. Conference Room **CCB 222** is a shared room with the Department of Nutrition, Food Science, and Packaging. Reservations are limited for this conference room and will be approved based on availability and priority.
6. Keep the door unlocked during use and make sure that the door is locked when you leave.
7. Food and drinks are **not allowed** in rooms CCB 209 and CCB 210.  
Food and drinks are allowed in CCB 115. However, all drinks must be in **closed** containers.

8. Upon your exit, please tidy up the room and leave it as you found it.
9. You must provide your own adapter, laptop, or other electronic devices, as needed.

These policies are in place to ensure a positive and productive environment for all. Please be aware that failure to adhere to these policies will result in consequences, including the potential revocation of room reservations.

#### Availability of Rooms

- **Monday - Friday:** 9:00 a.m. - 5:00 p.m.
- **Saturday and Sunday:** Closed