

how to schedule a room

Scheduling is done by phone or in person at the UCen Administration Office, Room 2264 or by phone at (805) 893-3961. Listed below is the scheduling process.

Call or leave a message with the following information:

- Date with one or two alternatives if applicable
- Event time; start and finish
- Your arrival time (if you plan to set up)
- Room preference or, if none, your expected attendance
- Event name or title
- Type of event (i.e. meeting, banquet, lecture)
- Room set up requirements
- Department name and account #
- Any catering needs
- Additional equipment (podium, easel, audio visual)

At the Administration Office, our receptionists can check the availability of dates and take down all necessary information for your event, but cannot confirm reservations. If additional information is needed to fulfill the reservation you will receive a call.