

CSULB Community Clinic Room Reservation Policy

CED faculty, students and staff are invited to use the Clinic Rooms for teaching, research and service activities. The following provides a description

Room Description:

The conference room seats up to 8 at a small conference table. It is located on the first floor, past the front office.

The observation rooms are located on the 2nd floor of ED-2

- x 19 individual observation rooms
 - 2 rooms can seat 4 to 5 comfortably
 - 17 rooms can seat 2 to 3 people
- x Each room contains a table and chairs, sliding chalkboard and/or cork board, one way observation mirror and microphone
- x Room occupants may be observed and/or supervised in the Observation Hallway through the one way mirror and of head phones.

Request:

Submit a room reservation request at least one week prior to the day you would like to use the facilities. The request form is available online at <http://www.ced.csulb.edu/edpac/clinic/>

Please note the following:

- x All exterior doors to the clinic must remain locked when the clinic is not open. If you are using the conference room when the clinic is closed, you must keep the clinic door closed and locked to protect the equipment and confidential records kept in the front office. You can place a sign on the clinic door instructing people to wait in the hall until they are called.
- x Clinic observation rooms are used to provide Clinic services and may not be available at the requested time. Specifically, ~~Mon~~ from 4 –7 is typically not available.
- x The person who reserves the room is responsible for ensuring that the room is left in its original condition (i.e., clean, furniture arrangement, etc.).
- x Please do not remove Clinic furniture at any time and report missing furniture or damaged property to the clinic staff immediately.

Community Clinic for Counseling and Educational Services
ED2- Room 155 (562) 984991

OBSERVATION ROOM RESERVATION REQUEST

PLEASE READ THE CLINIC ROOM RESERVATION POLICY BEFORE SUBMITTING YOUR REQUEST.

Please complete the following form to reserve observation rooms managed by the Community Clinic. Request forms may be submitted to the Clinic or placed in the Clinic mailbox in ED, Room 160A. Clinic staff will process requests made at least 1 week in advance and call or send an email to confirm the reservation. Please note that the rooms are used to provide Clinic services and may not be available at the requested time.

Today's Date: _____

Name: _____

Check one: Faculty Staff Student (requires faculty signature)

Phone Number: _____ Email Address: _____

Number of rooms requested: _____ Date and time: _____

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