



 Department of Education and Training

General Guidelines Regarding Meeting Room Use

The following guidelines are aligned with DET's Room Scheduling and Use Policy. For questions please contact DET (415) 206-4655.

Meeting Room Requests

- Meetings must be held during regular business hours 8am – 5pm, Monday through Friday.
- Meetings are scheduled on a first-come, first served basis.
- The individual requester is required to submit the [Meeting Request Form](#) located on the DET site
- An email confirmation will be sent within 48 hours.
- Any special set-up, presentation or equipment needs must be included on the reservation request.
- If there is a change to the requested set-up or equipment need, please let Tony x64655 know as soon as possible. **Last minute changes are not guaranteed.**
- Classes using laptops are responsible for set-up and storage of laptops. Laptops must be checked out with DET staff. **Please arrive at least 30 minutes prior to class to ensure set-up is complete.**
- Provide at least **24 hours advanced notice** when cancelling a reservation – contact Tony x64655.
- Priority use of the rooms will be given to the following:
 1. UCSF Center for Healthcare Simulation
 2. DET sponsored trainings
 3. Education and trainings that support SFGH strategic plan
 4. Meetings or sessions with a learning objective
- DET reserves the right to preempt scheduled activities when they conflict with the above priorities. DET will make every attempt to provide advanced notice.

Technology Policy

- Food and drink are NOT allowed on technology surfaces.
- Patrons must treat equipment with respect at all times.
- Do NOT store patient information on laptops.
- Presenters are responsible to test their own equipment, presentations, audio and video prior to the workshop. We are not responsible for fixing problems with presentation media during the presentation.
- If software installation is required, it must be done at least one week prior to the workshop. **We cannot install software the day of the workshop.**
- Presenters are responsible for knowing how their equipment works. We are not responsible for troubleshooting outside equipment the day of the presentation.
- All presentations transferred to Learning Center computers must be free of viruses. All thumb drives connected to Learning Center computers must be scanned for viruses prior to the presentation day.
- Please follow AV and Laptop instructions provided. **Do not attempt at troubleshooting equipment.**

General Conditions of Use

****Facilitators/Presenters: Please share the highlighted points at the beginning of your meeting/training.**

- Your group is responsible for any damages that occur to the room or equipment.
- The meeting room must be returned to its original condition.
- Nothing may be fastened or affixed to the walls of the meeting room.
- Food and beverages are **NOT** allowed around equipment (e.g. laptops, AV, etc.).
- All food, beverages, dishes, containers must be removed/disposed of or picked up by the caterer.
- A water cooler is located in the reception area for meeting room users.
- Men and Women's Restrooms are located in the hallway.
- A phone is available for use in the reception area.
- The break room is for staff only.
- DET does not provide use of office equipment (e.g. copier, fax) or supplies (e.g. paper, pens).
- Children under the age of 10 must be supervised by a parent or guardian at all times.
- There are two (2) exits; 1) front door and 2.) rear staircase.
- Please leave access ways clear of chairs and tables. Route must be clear to other rooms.