

## **Nutrition, Food Science, and Packaging Department Room Reservation Policies**

Adaptors, laptops, and other electronic devices must be provided by the user(s). All approval for room reservations will be based on the discretion of the department coordinator, Christina De Leon ([christina.deleon@sjsu.edu](mailto:christina.deleon@sjsu.edu); 408-924-3100). Any special arrangements will need to be directed to the department coordinator.

- Room reservations are available to the Nutrition, Food Science, and Packaging Department students, faculty, staff and alumni.
- Acceptable uses for the rooms would include coursework, student organizations, faculty instruction, staff meetings, and alumni organization meetings related to SJSU.
- Requests must be made at least one (1) business day prior to the desired day of use.
- If you are unable to keep your reservation, please contact Leah Olaivar as soon as possible at 408-924-3101.
- Upon your exit, please tidy up the room and leave it as you found it.
- Keep the door locked during use and make sure that the door is locked when you leave.
- Food and drinks are allowed in the conference rooms. However, all drinks must be in **closed** containers.
- You must provide your own adaptor, laptop, or other electronic devices, as needed.
- You must provide your own dry erase markers, as needed. Do not use regular or permanent markers or pens on the white boards.