

Requesting a reservation for procedural room use requires indication of arrival and departure times.

Reserved rooms not occupied and in use 15 minutes after the reservation start time can be used by others.

Rooms reserved, but not cancelled, and rooms used but not cleaned after use by the users will be charged a room use and clean-up fee of \$85.00

SC #231
Effective 2/18

4" x 6" horizontal template
Inner box dimensions 3.7" x 5.7"
Outer box dimensions 4" x 6"