

## I. SCHEDULING

- a. Scheduling of the PE Karate Room is through the Office of University Scheduling. To make a reservation submit the online "Reservation Request Form" located on the University Scheduling web site: <http://www20.csueastbay.edu/pem/universityscheduling/requestforms.html>
- b. The Kinesiology department will be consulted with before a reservation is confirmed.

## II. GENERAL INFORMATION

- a. No food or beverages
- b. No shoes or footwear of any kind allowed on the floor mat
- c. Floor mat should not be moved or removed
- d. Tables and chairs should not be placed on the floor mat without first covering the mat with tarp and plywood
- e. Cleaning will be required afterwards if tarp and plywood is placed on the mat. Additional charges may apply

## III . CLEARING ROOM

The client or organization using the room is responsible for making sure all trash is cleaned and removed from the room after each use (e.g. flyers, printed material, etc.). The Office of University Scheduling will bill the client or organization if the room is not left in its original condition.