

CBA Room/Equipment Reservation System

- CBA Room/Equipment reservation system is now integrated with UICalendar.
- The tutorial for new system is available http://www.uic.edu/cba/uical_tutorial.pdf
- Login to your UICalendar <http://www.uical.uic.edu/>

Equipment Reservation Policy

1. Everyone will now be able to reserve an Room/Equipment on-line by themselves.
2. Please schedule as soon as you know when you have a meeting so that you have the best chance of getting the Room/Equipment that you want.
3. In general, classes cannot be held in conference rooms during the day. If it is a small PhD class you can write a note to the dean for approval. If approval is given before a semester begins then space will be held for that class.

When you place a request, please note that

- Each department is responsible for their own equipment needs other than the basic features. Call the Equipment Department at 5-1636 for assistance.
- The person that books the equipment is responsible for making sure that the equipment is clean when it is returned.
- **Note: People wanting to reserve a "Laptop & Projector" must make two separate reservations; one for "Laptop" and one for "Projector."**
- **Equipment can not be taken out of campus without a Request for Off-Campus Use of University Property form. The form can be obtained from Hilda Tapia, Room 704UH, 3-9453 5 business days prior to reservation.**
- Each department is responsible for their own catering needs (call 6-2656). Please allow 1/2 hour before your meeting so that the caterers can set up.
- The person that books the meeting is responsible for making sure that the room is clean when the meeting ends.