Grunigen Medical Library (GML) Room Policies

WHO
- Rooms can be reserved by UCI/UCIMC faculty, staff and students.

WHAT
- **Software and plugin installations are allowed on the computers with one week prior notification for review by the ITC Manager.**
- **Laptops, mobile, and presentation devices can be connected to the projector in the Classroom and Conference Room using the existing VGA cable.**

WHEN
- Room reservations can be scheduled up to 2 months in advance.
- Room reservations can run up to 3 days a week and up to 4 hours per day.
- To confirm same day reservations, please call 714.456.5585 or visit the GML service desk.
- Room reservations can be made within the following times:
  Monday – Friday 9:00am to 7:00pm
  Saturday 2:00pm-4:00pm (Technical support not available)
    - For scheduled closures of GML visit http://grunigen.lib.uci.edu/index.html?tab=2

NOTE
- The UCI Libraries have priority over room reservations at GML.
- GML has the right to modify or cancel a reservation(s) at its discretion.
- You will receive a reservation status email within one working day.
- GML reserves the right to make the room available once it is unoccupied for 30 min or more.
- In the event that you need to cancel your reservation we request at least one week notice.
- No food is allowed. Drinks with lids are allowed at GML.
    - Library drink policy can be found at http://www.lib.uci.edu/about/policies/food-and-drink-policy.html

CONTACT
- Grunigen Medical Library contact information:
    - Email: gml@uci.edu
    - Phone: 714.456.5585