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What rooms are available and how are they setup?

SS&MS 2nd Fl. conference room is arranged lecture-style with 46 chairs. There is a 65” flat screen TV connected to a Mac Mini with wireless keyboard and mouse. The computer supports DVD, CD or an USB stick. There is no phone in this room.

SS&MS 3rd Fl. conference room seats 40 with 19 chairs at a triangular table and 21 chairs around the perimeter. There is a 65” flat screen TV connected to a Mac Mini with wireless keyboard and mouse. The computer supports DVD, CD or an USB stick. There is no phone in this room.

For a furniture layout of Room 2135 click here.

For a furniture layout of Room 3145 click here.

For further information regarding the Mac Mini and audio visual equipment click here.

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What are the hours of operation?

The conference rooms are available Monday - Friday from 8:00 am to 9:00 pm

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Are food and drink allowed in these rooms?

Food and drink are NOT permitted in the rooms.
Where are the rooms located and where is the nearest parking?

The Social Sciences and Media Studies building is located on Ocean Road across from Robertson Gym. Parking for faculty, staff, students and visitors is available at lot 27 as well as parking structures 18 and 22.

Click here for a campus map.

For more information about parking on campus, please visit Transportation and Parking’s website.

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Who can reserve these conference rooms?

These rooms are intended for academic events involving campus departments, programs, and other academic units. College of Letters and Science departments have priority scheduling of these conference rooms. Requests received from UCSB units and programs outside the College of Letters and Science will be reviewed on a case by case basis once the request is submitted.

Rooms may not be reserved for regularly scheduled class meetings, exams, study sessions or student organization activities.

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How do I reserve a conference room?

To reserve one of the rooms, please go to the following website to review availability and complete the reservation form - http://www.ltsc.ucsb.edu/reservations/

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Where do I pick up and return the room keys?

Prior to the confirmed reservation time, the keys must be checked out from the College of Letters and Science Administration office in Cheadle Hall (Suite 2217) between the hours of 8am-5pm Mondays through Fridays.

Keys must be returned as soon as the event and clean up are complete. The room is often scheduled back-to-back and the promptness of previous users is appreciated. Following an evening event, the keys may be returned the next business morning during office hours. Likewise for an early morning reservation, the keys should be picked up on the previous business day during office hours.

📍 Cheadle Hall on map of campus.
How do I cancel a reservation?

Reservations can be canceled by sending an email. Please include the following information in the subject line; room number, date and time of reservation followed by the word CANCEL in capital letters.

In the body of the message, please include your contact information in case there are any questions.

Please address the email to reservations@ltsc.ucsb.edu.

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Can I use these rooms for a class or student group activity?

Unfortunately, these conference rooms may not be reserved for regularly scheduled class meetings, exams, study sessions or student activities.

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Is there a fee/charge to use these rooms?

There is no usage fee for these conference rooms, however a budget number is required in case of damage, missing items and/or related cleaning expenses.

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Do I need to fill out a condition report even if no damage occurred?

Yes, a condition report is required from each user. This aids in the general maintenance and administration of the conference rooms.
Who do I contact for assistance with the media equipment?

There is no on-call technical support provided for these rooms. If you require additional audio-visual equipment or services, these can be prearranged through Instructional Development/Media Equipment at 805-893-3549.

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Do I need to return the room to its standard configuration?

Yes, it is the user’s responsibility to return the room to the furniture configuration posted by each door and to properly shutdown the A/V equipment including reconnecting the mouse to its charger.