



## USE OF CMSI'S CONFERENCE ROOM

Welcome to CMSI's conference room! We have one of the best spaces on campus. We want this room to be a gathering space for the coastal and marine science community on the UC Davis campus. Below is some information about the space.

### GETTING ACCESS

- CMSI is located in Storer 1347. CMSI consists of a large conference space, two executive offices, and an adjoining room of cubicles for students and postdocs.
- The CMSI conference room is available for reservation only by CMSI-affiliated faculty, staff and students for business that directly supports CMSI's research, education and outreach priorities.
- Use is at the discretion of CMSI staff using the access priority guidelines at the end of this document. We try to limit meetings held in the space to no more than 3 hours per day.
- To schedule a meeting at CMSI, [check the calendar](#) and then reach out to [cmsi@ucdavis.edu](mailto:cmsi@ucdavis.edu) for reservations. Include preferred dates and times, meeting purpose, number of attendees, and whether you need A/V resources.
- The CMSI room is always locked. CMSI Staff, NRT Staff, and graduate students and postdocs with desks in CMSI have passcode access.
- If you have scheduled a meeting at CMSI and a member of your group does not have passcode access, please mention that in your meeting request so that someone can be scheduled to open the door for you.

### THE AMENITIES

- A large monitor linked to a computer, camera and speaker for videoconferencing via Zoom.
- A Bluetooth enabled sound system.
- Seating for approximately 10 people around the conference table, 20 people in the broader room.
- A kitchen stocked with dishes, utensils, a coffeemaker, and a fridge.

### EXPECTATIONS

#### THIS IS NOT A PRIVATE SPACE

- CMSI (1347 and 1345) is office space for two executive staff and many graduate students and postdocs. Any meeting you schedule in CMSI is inherently not private. While CMSI office-dwellers will minimize noise during your reservation, we cannot eliminate phone calls in our office spaces, fridge rummaging and entering/exiting the room. Plan accordingly.



- If you need privacy in this room and have no alternative venues, please reach out to [cmsi@ucdavis.edu](mailto:cmsi@ucdavis.edu) to discuss options.

#### THIS IS NOT A LOUNGE (EXCEPT ON MONDAYS FROM 9-10AM)

- While the kitchen area is generally open for use, CMSI is not a lounge space (except for CMSI Coffee and Tea Hour from 9-10am once a month on Mondays). Please make your time in the common spaces brief and quiet in consideration of those who use it as an office space.
- Please arrive for scheduled events **no earlier than 10 minutes before the start time**. If a meeting immediately precedes your event, you may be asked to wait in the hallway. Please leave the room promptly after your event.
- If you would like to use the CMSI space for a social or academic event, reach out to [cmsi@ucdavis.edu](mailto:cmsi@ucdavis.edu) for availability.

#### THIS IS NOT A VENDING MACHINE

- There is absolutely NO consumption of CMSI-purchased alcohol outside of official events.
- If you consume CMSI non-alcoholic beverages, please use the donation jar on the counter. \$1/beverage.

#### YOUR EVENT, YOUR RESPONSIBILITY

- If you host an event at CMSI, you are responsible for all logistics related to your event:
  - Reserving the room by [checking the calendar](#) for availability and then e-mailing [cmsi@ucdavis.edu](mailto:cmsi@ucdavis.edu)
  - Opening the door for guests and securing the room when the event is over.
  - Ensuring there is no improper use (or disappearance) of CMSI resources during your event.
  - Setting up A/V equipment and contacting [kentran@ucdavis.edu](mailto:kentran@ucdavis.edu) if you need help. If you are setting up a livestream from BML's lecture hall, you will also need to contact [bml-ithelp@ucdavis.edu](mailto:bml-ithelp@ucdavis.edu).
  - Buying snacks/beverages (For seminars open to all CMSI affiliates, CMSI may be able to reimburse you for these expenses or pull from our snack stash. Please include this request in your room reservation).
  - Cleaning up (see below).

#### YOUR MOM DOESN'T WORK HERE (BUT EVEN IF SHE DID, WE'RE NOT INTO THOSE GENDER STEREOTYPES OF DIVISION OF LABOR)

- CMSI is a shared, frequently used space. All users will tidy the space when they leave.
- Kitchen users must rinse and place dishes in the dishwasher, wipe down counters, clean appliances they used and dispose of extra food.



- If you have a large event, you may need to return to the space to empty the dishwasher and dishrack and vacuum the floors.
- Date and label your food. Stickies are located next to the fridge for this purpose. Undated, unlabeled food is subject to disposal at the end of each week. Visibly moldy food will be tossed immediately.
- If you have overflow food from an event and want to share it, please clearly label that food and return in a reasonable time to make sure it has been used/disposed of.
- **If you have office space in CMSI or use the space for regularly occurring meetings, you will be assigned a deep clean once/quarter. That means vacuuming, wiping down all surfaces (counters, table, appliances), disposing of clutter, and cleaning the fridge.**



## ACCESS PRIORITIES

Below are the guidelines that CMSI will use to allocate use of Room 1347. In addition to needs for the specific events below, CMSI will reserve some “quiet time” for CMSI staff.

### HIGHEST PRIORITY

- Weekly live stream of seminars from Bodega Marine Laboratory, Wednesdays, 3:45-5:15pm
- Official CMSI Executive business (not to be scheduled during BML seminar)

### SECOND PRIORITY

- Regularly recurring class meetings for MCS major, (eventual) MCS graduate program, and NRT.
- Visiting scholar welcome events and seminars

### THIRD PRIORITY (GATHERINGS WILL BE ASKED TO MOVE IF THEY CONFLICT WITH A HIGHER PRIORITY ITEM)

- Office hours for MCS peer advisors
- Weekly lab meetings
- Irregularly scheduled meetings of students, faculty and staff. Highest priority will be given to meetings that require CMSI’s amenities that are not available in other spaces.