

**Requesting a reservation for procedural room use requires indication of arrival and departure times.**

**Reserved rooms not occupied and in use 15 minutes after the reservation start time can be used by others.**

**Rooms reserved, but not cancelled, and rooms used but not cleaned after use by the users will be charged a room use and clean-up fee of \$85.00**

SC #231  
Effective 2/18

4" x 6" horizontal template  
Inner box dimensions 3.7" x 5.7"  
Outer box dimensions 4" x 6"