

Room Reservation Procedures for T435, T439, T-5 Classrooms, and SOM Private Rooms

LECTURE ROOMS

Room #	T435	T439
Capacity	185	229

During academic quarters, SOM has priority reservation rights during certain days and times:

- **T435:** Monday, Wednesday & Friday from 12:30 to 5:20pm; Tuesday & Thursday from 8:30am to 12:20pm, and again from 1:30 to 5:20pm.
- **T439:** Monday through Friday from 12:30 to 5:20pm.

CLASSROOMS

Room #	T534	T536	T535	T537	T538	T540	T541	T543	T546	T548	T547	T549	T550	T553
Capacity	20	20	16	16	20	20	16	16	20	20	20	20	49	44

Rooms with even numbers are located on the Pacific Street side of T-wing; rooms with odd numbers are located on the inside hallway.

All classrooms have room dividers except T550 and T553, and are grouped in the above table with their partnering side. Weekdays, the rooms are opened at about 6:00am, and closed at about 6:00pm. Access at other times is by key card only. (See off-hour access below.)

All classrooms have a ceiling-mounted projector and white boards. Additional equipment must be ordered through [Classroom Services](#). Room T550 is equipped with many additional technology features to allow video conferencing, recording, etc.

PRIVATE ROOMS

Room #	T551	T556	T561	K121A
Capacity	10-12	12-14	12-14	12-14

These rooms require a key for entry. (Check out key at A300 front desk or the ICM office in T557.)

SCHEDULING METHOD

- **Lecture Rooms and Classrooms:** To reserve these rooms, email [somrooms](#). This alias is managed by Academic Affairs, Curriculum.
 - Include in your request: the date, the time, the purpose/name of the meeting, the number of people that need to be accommodated, and a room preference (if any).
 - Curriculum will review your request, and coordinate a room reservation with the Health Sciences Instructional Support Room Reservations team. Once approved, a confirmation email will be sent to the requester.

- **Private Rooms:** These rooms are managed by the Curriculum office. They can be reserved by emailing [somrooms](#). You will need to check out and return a key to these rooms from the A300 front desk or the ICM office in T557.

Note: To reserve other Health Sciences Building or South Campus Center classrooms, use the [roomQ](#) scheduling tool.

ROOM PRIORITY

The Foundations courses get first access to classrooms during autumn, winter and spring quarters. As noted above, SOM has priority reservation rights during certain days and times for rooms T435 and T439. OSCES and our summer programs (e.g., CEDI) have first rights during summer quarter. Once these programs have been booked for the quarter, then other reservations can be requested and will be booked in order of requests received.

OFF-HOUR ACCESS TO CLASSROOMS:

Students and Academic Affairs Staff should have access on their key cards for entry to the building in the off-hours. Others will have to make arrangements and get approval from [somrooms](#). Temporary key cards can be checked out and returned; or Curriculum can grant you temporary access on your existing key card.