

DCC Conference, Huddle & Focus Room Scheduling Guidelines

DCC Room Inventory: The DCC contains nine conference rooms, 26 huddle rooms, 26 focus rooms and two classrooms. The conference rooms are scattered across all three floors, and range in capacity from 8-24 person rooms. The huddle rooms and focus rooms are located on all three floors and have a capacity of 4 and 2 persons respectively. The two classrooms seat 18 persons in each and may be opened into one room seating for 36 persons. A complete list of these rooms is available.

Scheduling Guidelines:

Conference Rooms and Classrooms

1. The DCC conference and classrooms are a shared resource of the occupants of the DCC. They are not owned by any one group.
2. Starting in December 2017, two classrooms, all conference rooms and select huddle rooms, should be booked using the Outlook calendaring system. (UC Merced will roll out a pilot for a new Room Scheduling and Booking system at the DCC. Additional information will be distributed as it becomes available). Room reservations will be approved by the members of the Executive Support team.
3. When scheduling a conference room or classroom, please make every effort to schedule the room that is in closest proximity to your neighborhood and still accommodates the number of people in the event.
4. Reoccurring meetings may be scheduled in a conference or classroom for up to 1 Academic Year (July 1 – June 30) for periods not to exceed two hours per meeting. Reservations for reoccurring meetings in the conference rooms and/or classrooms that are longer than two hours must be approved by the DCC Operations Committee.
5. Until June 11, 2018 the classrooms may be scheduled from 8:00am to 10:00pm. After June 11, 2018, the Summer Session and Extension Program are expected to begin teaching in the two classrooms after 3:00pm which will allow building occupants to utilize the two classrooms from 8:00am-3:00pm.

Huddle and Focus Rooms

1. Huddle and Focus rooms are intended to be used by the building occupants and/or visitors to the building to provide a temporary, short term space for quiet work, private conversation, zoom and/or conference call meeting, or individual calls.
2. Huddle and focus rooms are intended to be used on a first come, first serve basis with the exception of 5 huddle rooms (one huddle room on the first floor and two huddle rooms on the second and third floor will be available for reservation)
3. Occupants of the neighborhoods on a particular floor have priority access to the huddle and focus rooms on that floor.

4. One or more departments may find that they need exclusive access to at least one huddle room. Should that be the case, they should submit a proposal to make one huddle room exclusively available to their department to the DCC Operations Committee for approval.

General Guidelines

1. Please respect the community when using the conference, huddle, focus and classrooms. Remove any trash or food items, return the room to its original furniture configuration and erase the whiteboards when you have completed your event or meeting.
2. Please keep in mind that the DCC is an open floor plan. Noise will carry. When using a conference, huddle, focus or classroom please keep the door closed, do not allow your conversation to spill out of the room and keep the volume for ZOOM and conference calls to as low a level as possible.
3. Reservations should be cancelled if the room is no longer needed to allow others to utilize the room.