

Kaplan Hall 193: Information & Terms of Use
UCLA English

To find out dates when Kaplan Hall 193 is available, write to mwallien@english.ucla.edu and provide the following information:

- Date and time range requested.
- Department name.
- Name, phone number or email address of event contact.

Once Marta Wallien has confirmed your event:

- Marta will connect you with Riza Freeman to obtain a key and/or to arrange access to 193.
- Marta will connect you with Chris Thompson for technology related questions.

Technology & Amenities in 193:

- Kaplan Hall 193 can accommodate 40 persons. Room size is 20' x 60'.
- The room is equipped with:
 - 1) 8' table, 40 chairs and two couches. There is also 1) 8' table directly outside 193.
 - 1) 85" wall-mounted display/monitor
 - 1) 55" [DTEN D7 Zoom Appliance](#). We do not record external department events.
 - 1) podium control unit (HDMI, VGA, Volume Adjuster for TV).
 - We do not provide a PA system to external departments.
- You may contact Chris Thompson to schedule an orientation of technology in 193: ccthompson@english.ucla.edu Phone - 310-367-5505

Food/Drink & Safety in 193:

Food/Drink can be set up on the table inside 193 and/or on the table outside 193.

After the event, please clean inside & outside 193:

- Dispose of all food and drink and clean the room. Do not leave food or drink in refrigerators or anywhere inside/outside 193.
- There is a trashcan in the room and receptacles along the hallway. If you place trash inside 193's compost bin, remove bin from 193 after your event and place next to trash receptables along hallway, so UCLA janitorial staff can collect it. **Please note:** UCLA's janitorial team *does not* clean 193. **It is the responsibility of anyone utilizing the room to clean up.**
- Rearrange chairs back into rows.
- If you open any windows during the event, please close them afterwards.
- **Do not unlock the doors during the event.** There are door stops to prop open the doors. Make sure both doors are closed when your event is finished.

Key Pick-Up & Return

Kaplan Hall 193 is not unlocked/locked by Facilities. Please pick up and return keys to Riza Freeman: rfreeman@english.ucla.edu