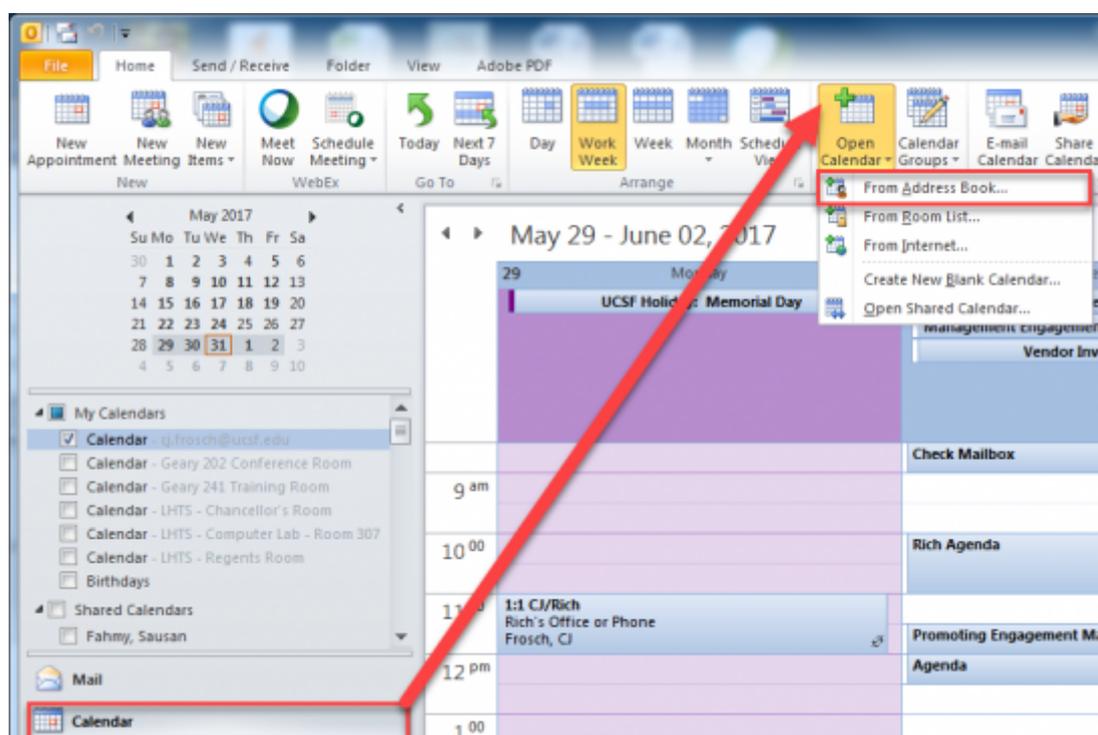# Computer Lab - Room 307

Address

Laurel Heights Campus, 3rd Floor
3333 California Street, San Francisco, CA
Computer Lab - Room 307

Availability

The Laurel Heights 307 Computer Lab is available for rent Monday-Friday from 8am-5pm (except holidays), to UCSF departments and community groups sponsored by UCSF departments, at the following rates:

- *Half day: $60*
- *Full day: $120*

Calendar availability and current bookings can be viewed in the UCSF Outlook Global Address book under "*LHTS - Computer Lab 307*" --

Reservation Form and Rental Agreement[1]: Laurel Heights 307 Computer Lab [1]

The reservation form and rental agreement must be received and confirmed in advance of your event. We recommend you check the room calendar in the Outlook Global Address Book

prior to sending the form, to ensure the room is available on your requested dates. Please wait up to 2 business days for confirmation; requests for dates over 6 months away may take up to 3 weeks to confirm.

Standard Setup

The Computer Lab contains 16 student computer work stations, an instructor computer station, a large HD monitor, large dry-erase board, and small moveable dry-erase board with clip holder for standard-sized easel paper. All computers are hardwired, and the layout is not flexible. The room key is available for check-out at the Laurel Heights main lobby security desk. For security purposes, the room should be locked and key returned to the front desk when not in use.

The computers run on Windows, and have the most current version of Microsoft Office installed. Custom software installation may be accommodated with ample notice through special arrangement with UCSF IT Services (Click to view the Software Request Form [2], and submit with room reservation).

Additional Services

The following services are available to assist you with your meeting or event:

- IT Service Desk [3]
- UCSF Shuttle [4] services provide easy access to the Laurel Heights building from other UCSF sites. Laurel Heights also has a public parking lot with reasonable rates. Both are managed by: UCSF Transportation Services [5]
- Certificate of Liability Insurance Requirement for Non-UCSF Users [6]

Other Rooms

Our rooms not meeting your needs? There are many other rooms available to book at UCSF outside of our Learning & Development department. This handy website provides information on conference rooms available across the University: http://cancer.ucsf.edu/intranet/conference-rooms

Contact Us
UCSF Main Site

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Links
[1] http://training.ucsfmedicalcenter.org/_assets/drupal/doc/Rm307_RentalAgreement.pdf
[2] https://learning.ucsf.edu/sites/learning.ucsf.edu/files/Special Software Installation Request Form.pdf
[3] https://it.ucsf.edu/about/teams/ucsf-it-service-desk
[4] http://campuslifeservices.ucsf.edu/transportation/services/shuttles/routes_timetables
[5] http://campuslifeservices.ucsf.edu/transportation
[6] https://learning.ucsf.edu/sites/learning.ucsf.edu/files/Certificate of Liability Insurance Requirement.pdf
[7] http://cancer.ucsf.edu/intranet/conference-rooms