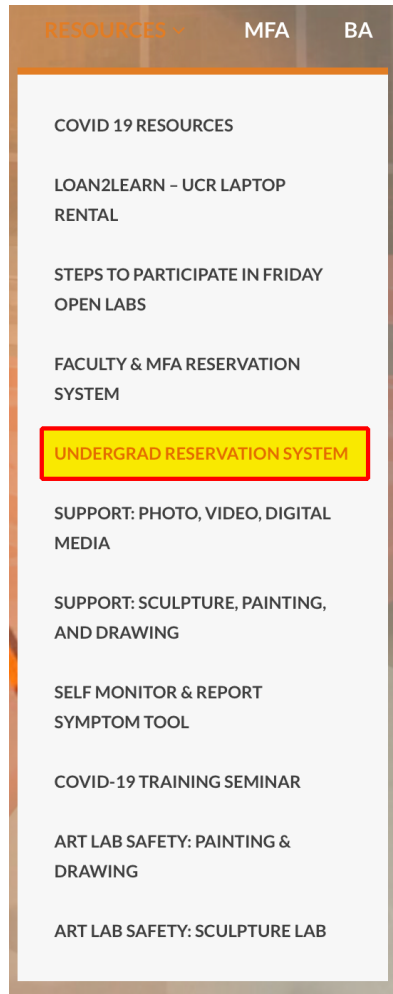


How to Make a Reservation for Open Labs



Go to <https://art.ucr.edu>
Click on Resources tab and select
Undergrad Reservation System


OPEN LAB RESERVATIONS



Select Reserve under Open Lab
Reservations

SEARCH AVAILABILITY


Date

MM/DD/YYYY 

April 2021							TODAY	
SU	MO	TU	WE	TH	FR	SA		
		6	7	8	9	10		
Apr	11	12	13	14	15	16	Friday, April 9, 2021	
May	18	19	20	21	22	23	24	
Jun	25	26	27	28	29	30		
Jul								
Aug								
Sep								
	May 2021							

Select Date: Fridays Only
9:00 – 12:00 & 1:00 – 4:00

Facility Owner

Art 

Facility Owner = Art

Security Code

ARTS 

Security Code = ARTS

- ✓ Arts 402- Painting Studio- Easel 1
- Arts 402- Painting Studio- Easel 2
- Arts 402- Painting Studio- Easel 3
- Arts 402- Painting Studio- Easel 4
- Arts 402- Painting Studio- Easel 5
- Arts 405- Drawing Studio- Table 1
- Arts 405- Drawing Studio- Table 2
- Arts 405- Drawing Studio- Table 3
- Arts 405- Drawing Studio- Table 4
- Arts 405- Drawing Studio- Table 5
- Arts 150- Sculpture Woodshop- Table 1
- Arts 150- Sculpture Woodshop- Table 2
- Arts 150- Sculpture Woodshop- Table 3
- Arts 150- Sculpture Woodshop- Table 4
- Arts 148- Sculpture- CNC Router
- Arts 150- Sculpture Metal Shop- Welding
- Arts 150- Sculpture Yard
- Arts 323 - Imacon Scanner
- Arts 323 - Epson P8000
- Arts 323 - Epson 9800
- Arts 027 - iMac/Printer/Film Scanner
- Arts 028 - iMac/Printer/Flatbed Scanner
- Arts 040 - Viewing and Trimming Room
- Arts 045 - Photo/Video Studio
- Arts 014 - Film Processing
- Arts 030 - Individual Darkroom

Select the Lab you want to reserve

Calendar Facility Description & Details New

Today Friday, April 16, 2021

9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	

Click on your Arrival Time

EVENT INFORMATION

Facility Name: Arts 045 - Photo/Video Studio

Name of Event: Studio sesh

Type of Event: Class

Start Date: 04/09/2021

End Date: 04/09/2021

Start Time: 09:00 AM

End Time: 09:15 AM

Expected Capacity: 1

Repeat: Daily

Requested Dates: [Empty Box]

Confirm Requested Dates

Name of Event:
Name this whatever you like

Type of event:
This doesn't matter but you have to select something, or you'll get an error

Select your time. **2 hours minimum and 3 hours maximum. 9:00 – 12:00 and 1:00 – 4:00 only**

Expected capacity = 1 unless you are bringing someone. You'll need to receive approval for additional people

Click Confirm Requested Dates

QUESTIONS

Please provide a short description of what you will be working on.

You agree to take the UCR Online Self Monitoring Survey before arriving to campus? Yes No

Which Arts class are you currently registered in?

Have you taken the Covid Prevention training via ucrlearning.ucr.edu? Yes No

You agree to wear a face covering while on campus and maintain 6 ft of social distancing? Yes No

Short description section is where you describe your work. The more info you provide the more we can setup for you in advance. We can have everything ready to go if you provide a detailed description.

Answer all Covid/Registration Questions

SPECIAL REQUEST/COMMENT

[Empty Text Area]

Additional room to describe your project/work

I have read the facility usage agreement and cancellation policy carefully before submitting this request.

Read User agreement and cancellation policy and check the box.

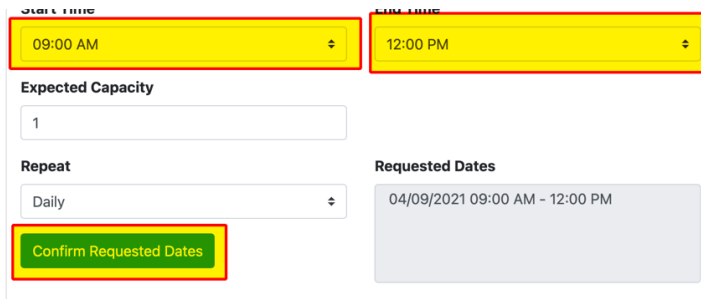


Click Submit

Common Errors

120 minutes is the minimum duration. The following day could not be reserved: 04/09/2021 9:00 AM - 9:15 AM

If you get an error for your time period follow these directions.



The screenshot shows a reservation form with several fields highlighted with red and yellow boxes. The 'Start Time' dropdown is set to '09:00 AM' and the 'End Time' dropdown is set to '12:00 PM'. The 'Expected Capacity' field contains the number '1'. The 'Repeat' dropdown is set to 'Daily'. The 'Requested Dates' field shows '04/09/2021 09:00 AM - 12:00 PM'. A green 'Confirm Requested Dates' button is highlighted with a red border.

Change your time to fit into the following hours 9:00 – 12:00 and 1:00 – 4:00. 2 hours minimum and 3 hours maximum

Click Confirm Requested Dates to reset the request



Click submit

Cancellation Policy

Students must not book appointments they have no intention of using.

If you cannot attend your lab session delete the appointment in the Facilities Reservation System ASAP to allow access for other students.

Misuse of the reservation system may result in loss of privileges.

Please email Lab Supervisor as notification of cancellation as well as canceling in the Facilities Reservation System.

Photo/Video- jason.gowans@ucr.edu

Sculpture/Painting/Drawing- andrea.hidalgo@ucr.edu

Usage Agreement

In addition to the Lab guidelines and Policy Agreement, specific rules are in place to ensure student, staff, and faculty safety to limit exposure to Covid-19.

1. Students must complete a Demo from Lab Supervisor Jason Gowans before using any reserved equipment or facilities.

2. Students and Faculty are required to use <https://chassintranet.ucr.edu/frs/app/> to reserve an individual workspace and duration. Reservation may be made 24 hours in advance. Please make sure that your reservation has been confirmed prior to arriving to campus.
3. Students are required to email Lab Supervisor and delete the appointment in <https://chassintranet.ucr.edu/frs/app/> to cancel. Please see the cancellation policy.
4. Only the approved student may access the room/facility. Guests and other students are restricted to their appointment times only.
5. Students are required to arrive within 15 minutes of their scheduled appointment time, or their appointment will be forfeited.
6. Students and Faculty are required to wear a face-covering at all times while working in the lab.
7. Students and Faculty will maintain 6' physical distancing at all times while working in the lab.
8. Students and Faculty are required to store projects and materials, disinfect their individual workspace, and receive approval that workspace has been properly cleaned by a lab employee prior to the end of their allotted time.
9. Lab Supervisors request that if any equipment has been broken, mishandled, or is responding unusually that they are notified immediately of the problem.