

Division of Finance, Operations and Administration (FOA) Hoteling Space Protocol

The Division of Finance, Operations and Administration (FOA) provides hoteling space for any FOA employee who is in between meetings and in need of a place to land for any part of a day while away from their own office. Please encourage the use of these hoteling spaces also as an alternative to single staff members utilizing conference room space while in between meetings. Conference rooms are better utilized for events involving multiple staff.

The following hoteling spaces are available for FOA employees (and these are the names on the Google Calendar):

Room Number	Google Calendar Name	Comments on specific room amenities
Kerr Hall		
Kerr 5	FOAHoteling-Kerr-5office (formerly BASHoteling-Kerr-5office)	Has a small table to accommodate 2 guests and a monitor
Kerr 7	FOAHoteling-Kerr-7office (formerly BASHoteling-Kerr-7office)	Has a small table to accommodate 2 guests and a monitor
Scotts Valley Center (SVC)		
3236 SVC	FOAHoteling-SVC-3236office (formerly BASHoteling-SVC-3236office)	
3244 SVC	FOAHoteling-SVC-3244office	
3246 SVC	FOAHoteling-SVC-3246office (formerly BASHoteling-SVC-3246office)	Has a monitor

Note: All spaces have ergo desks, campus phones (except 3236 SVC), and at least one side chair in addition to the desk chair.

Sign up instructions:

1. Place a meeting on your own Google Calendar entitled "Reserved for Employee Name" (Employee Name is their own name)

2. Then add the room resource under “FOA Hoteling _____” See room names above. (Booking the rooms this way helps us easily understand who is using the space and helps prevent unintentional double booking and staff traveling from afar only to find someone else in the space they intended to use)
3. As a courtesy to others, please cancel your booking if you decide not to use space you previously booked. This makes it transparent to others that the space is now available for their use, and no longer booked. This helps others plan their usage needs

Additional information and guidelines:

- FOA hoteling space is available for use by FOA staff.
- Users are expected to bring their own laptop. Eduroam is available.
- If you are using one of the rooms with a monitor and you intend to use it, you will need to bring your own VGA adapter if you don't have a VGA port on your laptop.
- Please take personal items with you when you leave; the hoteling spaces are for all FOA employees' use.
- Please be sure to close all windows when you leave to ensure security, and turn off fans that may be supplied for your comfort.
- You may direct general questions about FOA hoteling space to Marie Logan at logan@ucsc.edu or 459-3890.

Kerr Hall specific information:

If you are booking either of the two hoteling spaces in Kerr Hall, you will need to check out a key at the Kerr Hall front desk on the 2nd floor and return it before 5pm.

Minimal printing/copying is available for hoteling space users on the Chancellor's office printer located in room 224 Kerr Hall. The badge you will receive with the key when you check it out from the front desk will allow you to enter the secure “J wing” during business hours. The copier code will be written on the badge. You may make arrangements for a quick copier orientation by speaking to the Kerr Hall front desk staff.

Scotts Valley Center (SVC) specific information:

FOA has three hoteling offices at SVC on the third floor of module F. They are rooms 3236, 3244 and 3246. The rooms are not locked, but if you arrive and find the room you intend to use locked (which means that it has been inadvertently locked), just ask the reception desk to unlock it.

According to SVC building protocol, if you are a central campus employee, it is necessary to have your UCSC ID badge programmed to gain building access prior to the first time you use FOA hoteling space at SVC. Contact Marie Logan at logan@ucsc.edu in order to obtain building access; she is the departmental facility contact for FOA hoteling space at SVC. Per SVC building security protocol, card activation may take up to two full working days. Once authorized, your badge will allow you access to the building from 6:30 am to 6:30 pm. Visitor parking at SVC is complimentary for up to 4 hours and is located in the front of the SVC complex.

It may take you some time to locate the FOA hoteling space the first time you use it; the rooms are tucked away in the far corner of module 3F across from conference room 3242. See [map](#) of conference rooms on 3F. Please note that this [map](#) also indicates the location of the restrooms. Please also note that the nearest exit is not an emergency exit to leave the building, it simply leads out to the balcony. The nearest emergency exit is in the corner nearest the restrooms. Here is a general list of [maps](#) for the entire building to help you navigate your way to module 3F.

If you are spending time with a unit housed at SVC, you may request to use hoteling space closer to that unit, as many units have this type of space available. Please make that request directly to the sponsoring unit.

Printing/copying is by Pharos code (through the UCSC Copier Program). You must be set up through the Copier Program to utilize devices. SVC already has multiple devices throughout the building that are ready to receive codes. Contact the Copier Program to get set up if you foresee needing to make copies or print and don't already have a code.