

History Department Room Use Policies

Contact: history-admin@berkeley.edu or (510) 642-0016

Room Access: At least two business days in advance of an event, room users must contact the Department to make arrangements to pick up a room key or to have the room unlocked (during business hours only). The room should be locked at the end of each event and the key should be returned between 9am and 4pm on the following business day.

Building Access: Exterior doors to Dwinelle Hall remain locked from 5:30pm to 7am on weekdays and all day on weekends. If you are a staff/faculty member who is not based in Dwinelle Hall, you will have to work with a co-sponsoring unit in Dwinelle to gain weekend access. If you are based in Dwinelle and do not yet have keycard access, contact the authorized key controller in your department/unit.

Cleaning & Trash: Users are expected to thoroughly clean up after each event. This includes closing windows, discarding trash, and cleaning surfaces when food is served. There is no custodial service on weekends. Room users who serve food in this room on weekends must take trash to the dumpsters on the southwest side of Dwinelle Hall (near Durham Studio Theater).

Recycling: The room is equipped with a bin for mixed paper recycling. All other materials (aluminum, glass, plastic, etc.) must be taken to designated bins throughout campus. For cans and bottles, the nearest recycling bin to 3335 is located in the classroom wing near 70 Dwinelle. You may also reserve recycling and compost bins for your event by contacting [Cal Zero Waste](#).

Seating & Furniture: Furniture may be rearranged to suit the needs of an event, but please return the room to its original arrangement before departing (refer to the posted layout in 3335). Furniture should not be removed from a room without permission from History Department staff.

Internet: WiFi is available on the AirBears and CalVisitor networks. Refer to posted instructions in each room or [visit the IST website](#). For assistance with WiFi, please contact itcsshelp@berkeley.edu.

Audio/Visual Equipment: The room is equipped with a mounted projector, screen, and speakers. Room users must supply their own laptop and may connect to the projector via a VGA cable (located near the chalkboard at the front of the room). Laptop adapters must be supplied by the room users. Projector controls are located on the room's northwest column. Staff A/V support is not guaranteed during events. If you have A/V concerns, please arrange to test the equipment prior to your event.

Use of 3401 Dwinelle: 3401, the adjoining conference room to 3335, must be reserved through L&S Facilities Management. Your department's manager or facilities coordinator should email DwinelleResources@Berkeley.edu. The Department of History does not provide a key to this room for other units, so you must request one from Facilities Management. Please do not use the room without first reserving it. The adjoining door from 3335 to 3401 should remain closed in case other groups have reserved the room.