



### 8.13.0.0.2 Procedure for Scheduling a Room for Purposes other than Classes.

- 1) Send an email to **roomrequests@century.edu** with your request for space. The request must include your name, name of the meeting and description (if applicable), date, start and end time, number of people expected, and any expectations (ex: tables and chairs, overhead projector, etc.) you may have for a room. Please remember to include setup and take down time if applicable.
- 2) Room reservations are required for the following areas. A response to your request will be sent to you via email within one working day.
  - \* All classrooms
  - \* West (W1400) Cafeteria and East (E2551) Cafeteria
  - \* West Cafeteria Conference Room (W1420)
  - \* Lincoln Mall (E2500)
  - \* Kopp Technology Center Conference Room (E1705)
  - \* Bruening Room (E1421)
  - \* West Gym Conference Room (W2560)
  - \* West Honors Conference Room (W2001)
  - \* West Main Commons area (W2300)
  - \* West Library Commons Area (W1200)
  - \* West Administration Conference Room (W3204)
  - \* Theatre (W2050) and the Lobby/Art Gallery (W2060).
  - A) Reservations for the following rooms can be made by contacting the Administrative Assistant in the President's Office (x3219):
    - \* East Conference Room (E2521)
    - \* East Cafeteria Conference Room (E2555)
    - \* President's Conference Room (E2504)
  - B) Computer labs are reserved by sending in a request to the Information Technology Service Center ([www.century.edu/help](http://www.century.edu/help)).
- 3) If you believe that the room assigned to you does not meet your needs, you may request a change. If a more another appropriate room is available, a new assignment will be made.
- 4) If you have special room needs such as tables for food service, additional chairs, AV, special lighting, etc. you must fill out a Facilities Use Request form clearly listing those special needs. The form is available at: J:Events.
- 5) Send the completed Facilities Use Request form, via email, to **roomrequests@century.edu**. No paper copies will be accepted. Please allow, at a minimum, a 2 week's notice so the proper departments can be notified and appropriate staff can be assigned to handle the request.

**References:** None

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