Conference Room Reservation Policy for SEEC CENTRAL (S281) and SEEC EAST (S298)

It is important for us to have a formal policy that communicates the priorities and protocols for room reservations. Room reservations will be accepted according to the priorities and timeframes below. Reservations made by individuals on the classroom scheduling website that are not made in accordance with this policy are subject to cancellation.

**General Priorities**
1. Courses that have a majority of EVEN students that do not receive a classroom assignment through CU central classroom scheduling.
2. EVEN seminars and program meetings.
3. Office hours for courses that have a majority of EVEN students.
4. Non EVEN classes that do not receive a classroom assignment through CU central classroom scheduling.
5. Non EVEN use by those outside ECES; including review sessions, office hours for other classes, meetings, etc.

**Requests for Classes at Nonstandard Times**
- Requests should follow the standard meeting pattern schedule:
  - MWF on the half hour
  - TuTh 8:30-9:45, 10:00-11:15, 11:30-12:45, 1:00-2:15, 2:30-3:45, 4:00-5:15
- Requests can be made cooperatively by faculty members who wish to group longer classes into common blocks.
- Requests for classes at non-standard times which are not scheduled cooperatively will receive the lowest priority. These requests will not be accommodated until all other classes have been scheduled. Instructors are encouraged to select a standard meeting pattern as a backup.

**ECES Conference Room Reservation Request Timeframes:**

<table>
<thead>
<tr>
<th>Priority of Use</th>
<th>Timeframe for Requests</th>
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</thead>
<tbody>
<tr>
<td>1. EVEN Classes</td>
<td>Spring From 12/14 to 12/18</td>
</tr>
<tr>
<td>2. EVEN Seminars and Meetings</td>
<td>From 12/21 to 12/25</td>
</tr>
<tr>
<td>3. EVEN office hours</td>
<td>From 12/28 to 01/1</td>
</tr>
<tr>
<td>4. non EVEN uses</td>
<td>From 01/4 to 01/8</td>
</tr>
</tbody>
</table>

Please send your first and second choice according to the deadlines above to Laurence.Lambert@colorado.edu. Your requests will be processed at the end of each timeframe.

When all deadlines for requests have passed, room reservations will be accepted on a first-come, first-served basis.