

**Department of Civil, Environmental and Architectural Engineering
University of Colorado Boulder**

Classroom Reservation Policy for Rooms ECCE 1B41, 1B47 and 1B52

March 2013

The CEAE department scheduled classrooms, ECCE 1B41, 1B47 and 1B52, serve our core mission of teaching and scholarship. With more than 40 faculty members and 700 students who have the ability to request the use of these rooms, it is important for us to have a formal policy that communicates the priorities and protocols for room reservations. Room reservations will be accepted on a first-come, first-served basis according to the priorities and timelines 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. CEAE classes that do not receive a classroom assignment through CU central classroom scheduling.
2. CEAE seminars and department meetings.
3. Classes from other engineering departments and programs that do not receive a classroom assignment through CU central classroom scheduling.
4. All other uses, including: review sessions, office hours for large classes, meetings, etc.

Requests for Classes at Nonstandard Times

1. Requests should follow the standard meeting pattern schedule:
 - MWF on the hour
 - TuTh 8-9:15, 9:30-10:45, 11-12:15, 12:30-1:45, 2-3:15, 3:30-4:45
2. Requests can be made cooperatively by faculty members who wish to group longer classes into common blocks (e.g., two classes scheduled Tu 2-4:30 and Th 2-4:30 or two classes scheduled MW 9-10:15 and MW 10:30-11:45).
3. 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.

Timeline for Requests

Use/Term	Summer	Fall	Spring
1. CEAE Classes	Prior to 11/15	Prior to 3/15	Prior to 10/15
2. CEAE Seminars and Meetings	11/15	3/15	10/15
3. College Classes	12/1	4/1	11/1
4. Office hours and all other uses	4/1	5/1	12/1

Requests from external (non-CEAE) users should be submitted to Araceli Warren (araceli.warren@colorado.edu or 2-7427).