1/6/2012

Carnegie Mellon University

Tepper School of Business
SPRING 2012
Room Reservation Policy

Policy Statement

This policy outlines the roles and responsibilities for all populations* of the Tepper School of Business in utilizing the interior building spaces available for multipurpose use. This policy supercedes all previously stated regulations and routine practices by all Tepper School personnel and is the room reservation policy of record effective January 2012.

The Tepper School relies on the integrity and careful judgment of faculty, students, and staff to guarantee the appropriate use of reserved space as outlined below. Common courtesy is the rule of the day, and is to be exercised and expected whenever a space is reserved and occupied. In matters of the academic mission of the college, the Tepper School reserves the right to change, alter, or cancel a room reservation at its discretion and with appropriate notice.

Making a Reservation

For the convenience of the Tepper School community, *ALL* requests for room space are processed online through 25Live: https://25live.collegenet.com/cmu/ Extraordinary or otherwise ad hoc requests are processed in the order received.

- You may enter a room request at any time, however, room confirmations are emailed Monday – Friday from 8:00AM-5:00PM.

- Please submit your request at least 24-48 hours prior to the event if possible.

- A request for a room over the weekend or early Monday morning must be submitted no later than Friday at 4:00PM to receive a confirmation. Rooms without a confirmed reservation may be used if unoccupied.

- Door menus are posted on or by the door to display confirmed reservations.

- Student requests for multiple rooms require approval from Student Services.

- Conference rooms may only be reserved for three (3) or more people.

- Rooms for student groups may be reserved on the hour or half hour for a minimum of 60 minutes.
- All of the Tepper School populations have the capability to ***view*** (though not reserve) a desired space online. For potential schedule availability go to https://25live.collegenet.com/cmu/

- Your request is verified when you receive a Room Confirmation email.

- Conference rooms **384** and **388** have limited access as these are designated for use by faculty and serve as additional classroom space.

- When requesting a time, meetings are scheduled on the half hour.
  EXAMPLE: Start time 4:00 or 4:30, not 4:10 --End time 6:30 or 7:00 not 6:40.

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Classrooms

Instructional space is the priority for the Tepper School. Availability of any remaining reservable spaces follows the confirmation of class schedules.

- Student Study is permitted in classrooms AFTER all instruction is completed for the day.
- Students may not remain in, nor return to, any classroom space when cleaning crews begin the overnight housekeeping schedule.
- Tepper School populations are permitted in the classrooms during off hours.
- To reserve classroom space please contact Student Services.

Guidelines

- Reservations are guaranteed for the first 15 minutes of an event. Otherwise, the space becomes open for use by the waiting potential user. Rooms may be reserved until 11:59PM.

- For Tepper School students, space may be reserved up to, but no more than, two (2) weeks in advance. To request reservations beyond two weeks in advance, students must have approval from Student Services. The academic needs of the school (classes, faculty conferences, etc.) always take precedence, and may be booked on an as-needed basis.

- Students may request room space for a maximum of four (4) hours per day. Back-to-back reservations for the same group or organization are prohibited.

- Multiple requests made by a student for the same group, class or event only delay processing and can result in lost space. Multiple room requests made by a student must be submitted to and approved by Student Services.

- Care should be taken to return the room to a clean state upon exiting. Any trash should be removed – preferably to a hallway receptacle so as not to interfere with the meetings of others.

- Following your meeting, please arrange the chairs and other furnishings as depicted on the room plan which is a generic map usually posted at or near the light switch in each room.

- When cancelling a room, locate and email the original confirmation back to tepperrm@andrew.cmu.edu with a note to cancel the room. Please put the word "Cancel" in the Subject Line.

- Repeated reservation of space left unused and not cancelled, may result in the suspension of your ability to request space.

- All requests are monitored. Excessive use of space by an individual or a group is noted.

- There are fees associated with Room 382, the Grand Room and the Rachel Mellon Walton Room.

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*Certain rooms within the Tepper School of Business may only be reserved by members of the Tepper School Community.

Any inquiries with regard to this policy may be directed to: tepperrm@andrew.cmu.edu