

1/6/2014

Carnegie Mellon University

Tepper School of Business

Spring 2014

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 2014.

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 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 when possible.

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/>. The Tepper School populations have the capability to view the availability of a desired space online

- You may enter a room request at any time, however, room confirmations are emailed Monday – Friday from 8:00AM-4:00PM.
- 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 are reserved for three (3) or more people.
- Your request is confirmed when you receive a Room Confirmation email. Please keep a copy of the confirmation until the meeting is over.
- Conference rooms **384** and **388**, in Posner Hall, have limited access as these are designated for use by faculty and serve as additional classroom space.
- Rooms for student groups are reserved on the hour or half hour for a maximum of 4 hours and/or a minimum of 60 minutes.
- When requesting a time, conference rooms are scheduled on the hour or the half hour.
EXAMPLE: Start time 4:00 or 4:30, not 4:15 --End time 6:30 or 7:00 not 6:45.

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Classrooms

Instructional space is a priority for the Tepper School. Availability of any remaining reservable spaces follows the confirmation of class schedules. For the convenience of the Tepper School community, *ALL* requests for classroom space are processed online through 25Live: <https://25live.collegenet.com/cmu/>

- 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 once cleaning crews begin the overnight housekeeping schedule.
- Tepper School populations are permitted in the classrooms during off peak hours.

Guidelines

- Reservations are guaranteed for the first 15 minutes of an event. Otherwise, the space becomes open for use by the waiting potential user. Exceptions to the 15-Minute Rule: Posner Hall, Break-Out Rooms, 344,345,346.
- Conference Rooms may be reserved from 7:00AM 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 or if the room request is urgent, students can coordinate their requests through the Student Service office. The academic needs of the school (classes, faculty conferences, etc.) always take precedence, and may be booked on an as-needed basis.
- Students are permitted to request room space for a maximum of four (4) hours per day and a minimum of 1 hour. Back-to-back reservations for the same group or organization are not permitted.
- 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 the original confirmation or the confirmation reference number and email: tepperm@andrew.cmu.edu to cancel the room. There is **NO** editing feature of a confirmed room. Once a space has been cancelled a new room request must be submitted to see the availability of spaces.
- Repeated reservation of space left unused and not cancelled, may result in the suspension of an individual's ability to request space. All requests are monitored. Excessive use of space by an individual or a group is noted.

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