Acceptable Use and Reservation Policy for Engineering Facilities
(Classrooms, Conference Rooms and Common Areas)

1. **Purpose**
The Purpose of this policy is to allow for efficient and fair use of and establishes the acceptable use of the College of Engineering facilities.

2. **Scope**
This policy shall govern facilities located in Engineering Hall, Haggerty Hall and Olin Engineering.

3. **Conditions of Use**
While the engineering facilities are available for a multitude of functions and users, everyone should be mindful of others using our facilities and be respectful showing courtesy to visitors and others. Our engineering facilities are places for active engagement and scholarly work. Anyone using our facilities for events involving food or beverages is expected to leave the areas in a clean and orderly manner so that they are ready for the next users. If room furniture is rearranged for your event, you are responsible for restoring furniture to the original configuration.

4. **General Pool and Restricted Rooms**
   a. General Pool - Some spaces within Olin and Haggerty Halls are in the general pool of rooms available to the entire University. To reserve a space in a general pool room a request must be made through the AMU Events Management Office.
   b. Restricted Spaces - All other areas in Olin, Haggerty and all areas of Engineering Hall, including the south lawn are restricted to Engineering and managed by the College of Engineering.

5. **Conference and Seminar Rooms**
Engineering Hall DL 154, DL 252, DL 352, DL 354 and Olin Hall EN 204, EN 204A are available for reservations on a first-come, first-serve basis by COE Faculty and Staff.

6. **Classrooms**
   a. Engineering Hall DL 136, DL 221, DL 236, DL 323, DL 423 and Haggerty EN 483, EN 494, EN 499 and EN 499A are scheduled by the Assistant Dean of Academic Affairs during the Schedule of Classes building period each semester. Accordingly, engineering classes have priority in restricted classrooms.
   b. Once the class schedule has been built for the following semester and classes are assigned to classrooms, the restricted classrooms will be available for reservations on a first-come, first-serve basis.
   c. During the summer session, a hold will be placed on reservations for either DL136 or 236 and the room will be unavailable for one day each week. If it is determined that the
room will not be used that week for an event designated by the college office, the hold will be released and the room will be made available for use.

d. During the summer session, a hold will be placed on reservations for DL136 for a period of two weeks, typically in June, to be used for the Preview sessions. A similar hold will be placed on reservations for DL136 during Orientation week for College Orientation events, typically in August. The Assistant Dean for Academic Affairs will determine whether the hold should be released and the rooms made available for other use during these time periods.

e. Recognized engineering student organizations that have registered with the Office of Student Development and the College office are eligible to use classrooms in Engineering Hall subject to the Acceptable Use Policy.

f. Acceptable uses by student organizations include organization meetings and events such as guest speakers and other professional events.

7. Common Areas

Areas not specified as classrooms and conference rooms in Engineering Hall are reserved in the Events Calendar. Acceptable uses include events that require food or beverage catering. Common areas are not to be used as classrooms or as instructional-use spaces. Engineering areas available for reservations include:

a. Engineering Hall commons areas (Lower level through fourth floor levels) and the first floor balcony. The Green Roof is not available for reservations.

b. Engineering Hall South Lawn

c. Olin Hall EN 101 (Madonna room)

d. Haggerty Hall Engineering Student Lounge (The Pit)

e. The Olin Hall outdoor space beneath the overhang is reserved by contacting the AMU Events Management Office.

8. Student Areas

a. The Engineering Hall student nodes may not be reserved. All engineering students are free to use the student nodes on a first-come, first-serve basis without reservation.

b. The Student Collaboration Suite room DL 250 will be available for reservation by COE students. Faculty may not use the room unless invited by a COE student.

9. Reservation Process

a. Faculty and Staff: College of Engineering restricted-use classroom and conference room schedules are posted on the Engineering Calendars SharePoint site and available to view on the COE Tech web site: http://www.coetech.marquette.edu/index.php/faculty-staff/College of Engineering Faculty and staff may reserve conference and seminar rooms directly on the Engineering Calendars SharePoint site.

b. Student Organizations: Faculty advisors of recognized engineering student organizations may send requests for room reservations to coe-reserve@marquette.edu. The scheduler will determine availability and post reservations on the classroom schedules. Requests made directly from members of student organizations will not be accepted.

c. Students: Students are not able to reserve Engineering spaces. A student-based self-service reservations system for the Engineering Hall DL 250 Student Collaboration Suite is being actively explored for the Spring 2013 semester.
d. Non-College of Engineering entities: Requests for use by non-College of Engineering persons, departments or organizations will be considered on an individual basis. Requests for reservations should be directed to coe-reserve@marquette.edu.

10. Right to Restrict Access
   a. Any abuse or misuse of engineering facilities or violations of federal, state or municipal laws or Marquette University or College of Engineering policies occurring in or in the proximity of Engineering facilities may result in loss of future use and enjoyment of Engineering facilities. The College of Engineering reserves the right to restrict access to and deny requests for reservation of engineering facilities.

Any questions regarding the Acceptable Use policy should be directed to the College of Engineering Assistant Dean of Academic Affairs or the College of Engineering Executive Associate Dean.

October 22, 2012