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**  
The 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 they are ready for the next users. If room furniture is rearranged the person(s) hosting the event is responsible for restoring furniture to the original configuration and re-connecting any cabling that was disconnected.

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, 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. These rooms are specifically for faculty and staff business and not student meetings, except when faculty or staff are conducting the meeting with student attendees. Conference and seminar rooms are not to be used for scheduled classes.

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 Associate 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 DL236 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 Associate 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. Reservation of classrooms in Haggerty Hall is not to be open ended. The organization in question must make a separate reservation for each meeting.

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

7. Common Areas
Engineering Hall is foremost a place dedicated to teaching and research. The common areas, (see below), while attractive for meetings, lunches, and other events, were neither intended nor designed to be used in that manner. Engineering Hall is not staffed to handle such requests, nor is the space conducive to these uses due to the proximity of classrooms and laboratories to the common areas. The use of the common areas for non-college events shall be strictly curtailed and must be approved by the Executive Associate Dean or his/her delegate in all cases.

Areas not specified as classrooms and conference rooms in Engineering Hall are reserved in the Events Calendar. 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. Olin Hall EN101 (Madonna Room)

c. Haggerty Hall Engineering Student Lounge (The Pit)

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

e. Alcoholic beverages shall not be served at events in Engineering Hall unless permission to do so is expressly granted by the Deans office or their designee.

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 DL250 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. If faculty or staff are reserving
conference rooms for student meetings, the faculty/staff is expected to be in attendance during the meeting.

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.

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 Administrative Associate to the College of Engineering Dean, the College of Engineering Director of Operations, the College of Engineering Associate Dean for Academic Affairs or the College of Engineering Executive Associate Dean.

October 1, 2013