

SPACE UTILIZATION POLICY

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 OPUS 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 an event, the person(s) hosting the event are responsible for restoring furniture to the original configuration (And as appropriate, reconnecting any wires and cables that were disconnected / unplugged) 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 OPUS College of Engineering.

5. Conference and Seminar Rooms

The conference rooms in Engineering Hall are intended for use by all faculty and staff to hold meetings, seminars, etc. on an occasional basis. They are not intended for scheduled classes.

Engineering Hall 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 have scheduled or are conducting the meeting with student attendees. Conference and seminar rooms are not to be used for scheduled classes. DL 154 is exempted from the above general policy and shall be reserved through the College administrative office at: COE-Reserve@marquette.edu. Only single reservations may be scheduled for DL 154. Priority will be given to those who have a need for video conferencing.

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 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. 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.
- e. 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. be done through university events management
- 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.
- f. 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 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. 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 OPUS 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 Executive Administrative Associate to the OPUS College of Engineering Dean, the OPUS College of Engineering Director of Operations, the OPUS College of Engineering Associate Dean for Academic Affairs or the OPUS College of Engineering Associate Dean.