



EASTERN MENNONITE UNIVERSITY SPACE SCHEDULING POLICIES

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Table of Contents

| | |
|---|----|
| PURPOSE: | 2 |
| GOAL:..... | 2 |
| OBJECTIVES: | 2 |
| General Guidelines | 3 |
| I. Facilities Use at EMU | 3 |
| II. Scheduling Prioritization | 3 |
| III. Authorization to Request..... | 3 |
| IV. Cancellation Policy | 3 |
| V. Reservations for External Groups | 3 |
| VI. Policy Development | 3 |
| VII. Special University Events..... | 3 |
| Lehman Facilities | 4 |
| I. Lehman Auditorium | 4 |
| II. Recital Hall and Classroom (LA025 and LA011) | 4 |
| Lehman House (Music Studio)..... | 4 |
| Classrooms Reserved by University Registrar for Fall and Spring Semesters | 5 |
| Seminary Building, Fall and Spring Semesters..... | 6 |
| All Classrooms, Summer | 7 |
| Seminary Martin Chapel, Fellowship/Gathering Areas | 9 |
| Discipleship Center (DC101) | 10 |
| Lehman Board Room (CC301/302)..... | 11 |
| Suter Science Center | 11 |
| Strite Conference Room (CC105)..... | 13 |
| Computer Labs..... | 14 |
| Rutt Complexes | 14 |
| Roselawn Room 221 (RLN221) | 14 |
| University Commons | 15 |
| Outdoor Facilities | 18 |
| Room Scheduling Guide | 19 |
| Room Listing | 20 |

PURPOSE:

To support the mission of Eastern Mennonite University by facilitating the reservation of available spaces.

GOAL:

To promote a service oriented reservation process dedicated to serving the needs of the university and community by:

- providing accurate and timely information regarding availability of spaces
- assisting users to identify (within the scope of defined policy) alternate options if their first choice is not available
- coordinating communication to responsible persons regarding services requested in relation to the reservation

OBJECTIVES:

I. Optimize the utilization of available spaces by:

- developing a computerized database of all reservable spaces
- providing computer access for viewing and maintaining reservations

II. Simplify the reservation process by:

- centralizing reservations through the space scheduling software
- programming special exceptions into the system

III. Clarify policy for determining priority for usage of specific spaces by:

- consulting stakeholders
- developing written policy

General Guidelines

I. Facilities Use at EMU

Facilities at Eastern Mennonite University are available for uses that support the general university mission. Specifically, first priority uses include those that promote learning and contribute to the educational experience of students (curricular, co-curricular and extra-curricular), enhance the personal development of students, faculty, and staff, strengthen the university community, and exercise principled stewardship of the university's resources (revenue production). Second priority uses include providing services that assist the local church, and serving the life needs of neighbors and friends of the institution.

II. Scheduling Prioritization

In the sections that follow, groups with priority for use of space are identified. These priorities are outlined to facilitate decision-making, however it is understood that these are guidelines and that a group with priority may decide to defer to another group when doing so benefits the campus community. Questions or problems may be referred to the Auxiliary Services Office to explore other options.

III. Authorization to Request

Faculty and staff may reserve facilities for EMU-related events. Students may reserve space for activities sponsored by a student organization or for a department-related function by contacting Auxiliary Services. If a student or employee wishes to reserve space for a personal event, they must pay the established rental fee for the space by contacting Auxiliary Services. For example, a community assistant can reserve a space for an event for the residents of a floor, but a student who wants to hold a private birthday party for a friend would be charged a rental fee.

IV. Cancellation Policy

Persons reserving space are urged to let the appropriate person know as soon as possible if the space reserved will not be needed. Since heating, cooling and cleaning are scheduled based on the room reservations, it is important that reservations be as accurate as possible. Outside groups will be charged for space unless reservations are cancelled 10 days in advance of the reservation.

V. Reservations for External Groups

Reservations for external groups are handled through the Auxiliary Services Office. Auxiliary Services staff will reserve classroom spaces directly on the space scheduling software.

VI. Policy Development

Since university space is shared, it is important that various stakeholders have an opportunity to address their needs. This policy was developed by the Facilities Management Office in collaboration with the Registrar's Office, Information Systems, President's Office, Provost's Office and Auxiliary Services' Office. Auxiliary Services will take the initiative to maintain the document.

VII. Special University Events

Special events, including Homecoming and Parents' Weekend, Student Orientation, and Commencement require most of the public space available on campus. No outside groups will be scheduled on campus during those times. For any on-campus groups wishing to reserve space, Auxiliary Services will reference the request for reservations with the appropriate person responsible for the special event.

Lehman Facilities

I. Lehman Auditorium

- A. Departments with priorities need to make reservations with reasonable advance notice. All major events should be scheduled in time to be included on the Master Calendar (March of the previous academic year).
- B. Eastern Mennonite High School will have access to the auditorium for their graduation ceremony and rehearsal time for their graduation ceremony as per policy lodged in the President's Office.
- C. The Office of Faith and Spiritual Life has first priority for use of Lehman Auditorium for convocation and campus worship on Wednesdays, 9:00-11:30 a.m. during the academic year. Any other time the auditorium is needed (i.e. extra times for worship practice) the event must be scheduled through the space scheduling software.
- D. The Music Department has first priority use of the auditorium at all other times but must schedule events, lessons, practice times, rehearsals, piano tuning, and any other activity through the space scheduling software.
- E. Lessons, practice times, and rehearsals regularly scheduled in Lehman Auditorium may have to be occasionally moved to accommodate events in Lehman Auditorium. The Music Department and other parties involved will negotiate a resolution to any conflict.
- F. Music dress rehearsals have priority over classes.
- G. All other EMU offices, organizations, or departments have equal second priority to the auditorium.
- H. During the academic year, outside groups wanting reservations must contact Auxiliary Services. If Lehman Auditorium is available, the request is referenced with the Assistant to the President, Music Department Office Manager, and the Student Programs Director to ensure that no scheduling conflict exists and that the event is appropriate to be held at EMU. Requests will be processed within two business days. No space will be committed until March 31 for the following academic year.
- I. Persons scheduling loud events in Lehman Auditorium need to ensure that they will not conflict with events in rooms 11 or 25 because the sound carries to the bottom floor.
- J. SVCC Priority:
 1. Fall concert with the Shenandoah Valley Youth Symphony on the Sunday before Thanksgiving.
 2. One or two Christmas concerts on the first or second weekend of December (Saturday/Sunday).
 3. One or two spring concerts in late March or early to mid-April depending on when Easter falls in the calendar (Saturday/Sunday).
 4. Shenandoah Valley SingOff on the first Saturday in November.

II. Recital Hall and Classroom (LA025 and LA011)

These rooms will be reserved by the Music Department and in general should not be rented to outside groups during the academic year. Exceptions for one-time or limited events must be cleared through the Music Department because these are also used as practice rooms.

Lehman House (Music Studio)

Reservations should be made by the Director of Preparatory Music Program.

Classrooms Reserved by University Registrar for Fall and Spring Semesters

I. APPLICABLE ROOMS:

- A. Campus Center 201, 203, 223, 226, 229, 234
- B. Suter Science Center 001, 005, 017, 020, 021, 025, 033, 037, 039, 043, 049, 103, 104, 105, 106, 107, 109
- C. Lehman Auditorium 11, 25, 102
- D. Hartzler Library 106, 303, 304
- E. Esther K Augsburg Art Center 100, 100A, 101, 102, 103
- F. University Commons 124, 120 B & C, 176, 276
- G. Seminary 123 (Mondays, Wednesdays, Fridays 8 a.m. -4:30 p.m. only)
- H. Roselawn Academic 206, 306, 307
- I. Theater Space UC 178
- J. Mt. Clinton Apartments Room 006

II. APPLICABLE TIMES: 8 a.m. - 10 p.m. Monday through Thursday and 8 a.m. - 5:30 p.m. on Friday for each week classes are in session during fall and spring semesters.

III. The University Registrar's Office will create classroom reservations for the Undergraduate Program by May 31 for the upcoming academic year. After those reservations have been scheduled, other reservations may be considered for the times and rooms involved.

IV. Two exceptions to the above:

- A. The Leadership & Organizational Management Program maintains ongoing priority for Campus Center 223 and 226 from 5:30 - 10:30 p.m. Monday, Tuesday and Wednesday evenings all year. Nursing personnel are responsible to reserve space with Auxiliary Services at least four months in advance of usage.
- B. The Education Department maintains priority for Campus Center 203 for all times and days. Education personnel are responsible to request/schedule usage for the upcoming academic year (beyond what has been reserved by the Registrar's Office) to Auxiliary Services by May 15, and will report summer room reservations to Auxiliary Services by January 31.

V. The Registrar's Office will create the exam schedules into the space scheduling software.

VI. LIBRARY 121 (JAMAR):

Center for Justice and Peacebuilding has the priority of this space. The CJP Academic Program Coordinator will create classroom reservations by May 15. Other reservations will be made by Auxiliary Services.

VII. DIGITAL MEDIA LAB (UC 276):

This space is only available for academic classes.

Seminary Building, Fall and Spring Semesters

- I. **APPLICABLE ROOMS:** The Seminary has first priority for the classrooms on the first and second floor of the Seminary Building and the Graduate Counseling Program has first priority for the classrooms in the lower level of the Seminary Building. The exception is Seminary room 123, which is used by the University Registrar for classes on Mondays, Wednesdays, and Fridays 8 a.m. - 4:30 p.m.
- II. The Graduate Counseling Administrative Assistant will provide their classroom reservations to the University Registrar by May 1 to be created into the space scheduling software. The Seminary Registrar will create the Seminary classes by May 15. After those reservations have been scheduled, other reservations may be considered for the times and rooms involved.

All Classrooms, Summer

During the summer months campus facility resources are available for rental by non-university groups in order to enhance revenue generation. Typically, priority for usage of various spaces will be as identified below.

I. Undergraduate Summer School Program*

The Undergraduate Summer School Program has first priority for the classrooms listed below (generally the second week of May through the first week of July), Monday through Friday, 8 a.m. – 10 p.m. (with the exception of CC229 which is 8 a.m. – 5 p.m.).

CC229 LB106 RLN206 SSC107

II. Education Department has first priority for Campus Center 203 and 234 (MAC computer lab) from mid-June to mid-August for MA in Education classes.*

III. The Summer Peacebuilding Institute (SPI) and STAR have first priority for the rooms listed below from the second week of May through the third week of June, 8 a.m.-5 p.m., Monday through Friday.*

CC201 LB121 UC176 CC226 UC124 UC211/212

IV. Seminary has first priority for the following rooms: SB 109, 202, 203, 204 for the months of May and June, Monday through Friday from 8 a.m. – 5 p.m. and SB 109 for the months of May – August.*

V. MA in Counseling*

- A. May: first priority for SB 003, 010, 025 or other seminary rooms (determined by enrollment) from 4 – 9 p.m. Monday through Friday
- B. June: first priority for SB 003, 010, 025 or other seminary rooms (determined by enrollment) from 4 – 9 p.m. Monday through Friday
- C. Third week of June: first priority for SB 003, 010, 025 or other seminary rooms (determined by enrollment) from 4 – 9 p.m. Monday through Friday
- D. Mid-June through July: first priority for SB 003, 010, 025 or other seminary rooms (determined by enrollment) from 4 – 9 p.m. Monday through Friday

VI. The Leadership & Organizational Management Program maintains ongoing priority for Campus Center 223 and 226 from 5:30 – 10:30 p.m. Monday, Tuesday and Wednesday evening all year. Program staff is responsible to make these reservations at least four months in advance of usage.

VII. Auxiliary Services has a window of time when they are given priority over available space.

- A. Auxiliary Services will make needed-reservations after February 1 each year.

- B. In the event that a rental group desires to use a space that is committed to a university class or activity, Auxiliary Services may present a case to the Provost to determine if a move of this EMU function is warranted. If an EMU department has a need for a space that is designated by Auxiliary Services, contact Auxiliary Services.

VIII. The Nursing Department has priority for CC223 and RLN307 from May – August.*

IX. Seminary has primary access of Martin Chapel during the third and fourth weeks of June for Summer Institute for Spiritual Formation (SISF). In between the two weeks, any requests for Saturday, Sunday or Monday events must be approved by the Seminary. SISF reservations need to be entered into 25Live by January 31.*

X. Science Center classrooms 005, 017, 020, 021, 025, 033, 037, 039, 043 and 049 are not to be used by outside groups in the summer without special permission from the Science Center office coordinator.

*These reservations must be made by January 31.

Seminary Martin Chapel, Fellowship/Gathering Areas

Martin Chapel/Fellowship Area is a unique facility desirable for many different types of functions. Priority for use of this space and the accompanying Gathering Area is given first to Seminary programs and events during the academic year. This includes the following:

- Tuesday evenings from 5-11 p.m. for Seminary events
 - Tuesdays and Thursdays from 8 a.m.-1 p.m. during each semester for Chapel Gathering. Any other times these spaces are needed (i.e. extra times for Chapel Gathering practice, Advent or Lenten reflections) the events must be scheduled through the space scheduling software.
- I. Priority for use of Martin Chapel¹ beyond what is outlined above is given to other departments and events as follows:
- A. The Office of Faith and Spiritual Life has priority for use of Martin Chapel, Fellowship Area and the Gathering Area on Sundays from 7-11 p.m. during each semester for Celebration set-up, practice and worship. In addition, Campus Worship services will be held every other Wednesday from 8 – 11 a.m., which includes time for set-up and tear-down.
 - B. The Shenandoah Valley Children’s Choir has priority for use of Martin Chapel, Fellowship Area and the Gathering Area on Mondays from 4-8:30 p.m. during each semester for rehearsals (except for week of School for Leadership Training).
 - C. The Music Department is granted reasonable priority for recitals, concerts and rehearsals due to limited space for these events in Lehman Auditorium and in order to utilize the piano² located in Martin Chapel.
 - D. All other EMU offices, organizations, and departments are welcome to use Martin Chapel, Fellowship Area and Gathering Area when no other options are available and other priorities for use of the space have been considered.
- II. Procedures for reserving Martin Chapel and accompanying spaces include the following:
- A. Departments with priorities must make reservations with reasonable advance notice. All *major events* are to be scheduled in time to be included on the Master Calendar (March of the previous academic year).
 - No space will be committed until March 31 for the following academic year with the exception of major events that require advance planning, such as Board of Trustees, Bach Festival, conferences, etc.
 - B. When an event in Martin Chapel and/or the Fellowship Area and Gathering Area requires a special set-up that falls outside the regular default set-up for any of these areas and the extent of the set-up is more than can be accomplished directly by the user of the space, a detailed work request with specific instructions on the layout and the timing for the set-up and reset must be submitted. Work requests for set-ups should include instructions for tear-down.
 - C. During the academic year, outside groups wanting to reserve the space must contact Auxiliary Services.

¹ See Space Scheduling Policy Manual for Summer Use priorities.

² The Steinway piano located in Martin Chapel is a gift to the Music Department and is located there because of lack of suitable space elsewhere.

- D. Events scheduled in Martin Chapel and the Fellowship Area that involve considerable noise are not to conflict with events in Room 123 because the sound carries to the bottom floor. To prevent reservations for events that would disrupt classes in Room 123, the Seminary Registrar and University Registrar will "co-reserve" Martin Chapel for the times when seminary/undergraduate classes are scheduled to meet in Room 123. Anyone wishing to reserve Martin Chapel during a co-reserved time must contact the appropriate Registrar's Office to see whether an exception can be made.

Discipleship Center (DC101)

This space is viewed primarily as one for classes and training events for the Masters in Counseling program as well as gathering space for all graduate programs, and for use by Auxiliary Services. The space can be scheduled in the space scheduling software with priority given to the following:

- I. General scheduling listed in order of priority:
 - A. Masters in Counseling Program
 - o Tuesday, Wednesday and Thursday classes Friday/Saturday Institute training sessions
 - Fall semester - approximately once a month
 - Spring semester - nearly every Friday morning, late-February through mid-May
 - Periodic Saturdays throughout the year
 - o Occasional evening classes
 - o CEU series for clinicians – Typical needs include occasional Fridays and Saturdays throughout the year with a consistent series that runs 10-12 weeks in the spring from 8 a.m.-1 p.m. on Fridays
 - o Occasional informal gatherings
 - B. Center for Justice & Peacebuilding (CJP) – for weekend classes and student events
 - C. Student groups such as Student Government Association (SGA), Honors Program, Royal Society, etc.
 - D. Auxiliary Services – when not in use as stated above
 - II. Summer scheduling priority is given in the following order to:
 - A. Summer Peacebuilding Institute/STAR (CJP leadership will make final determinations between these programs) the second week of May through the third week of June, 8 a.m.-5 p.m.
 - B. Auxiliary Services (following SPI)
 - C. Counseling Program events
 - III. Beyond what is outlined above, reservations can be made on a first-come, first-served basis through the space scheduling software.
 - IV. Campus Security does not unlock/lock the Discipleship Center. A key can be checked out from the Facilities Management Office for any event.
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Lehman Board Room (CC301/302)

- I. Priority is given to
 - A. President's Cabinet
 - B. SOAR (Admissions)
 - C. School for Leadership Training (Seminary)
 - D. Outside agencies such as MEA or MSC related meetings, as needed
- II. Beyond what is outlined above, room reservations are on a first-come, first-served basis by entering the reservation on the space scheduling software.

Suter Science Center

- I. Labs
 - A. Restricted scheduling
Due to specialized equipment and safety issues, the following spaces in the Suter Science Center may be reserved by the registrar for classes or labs, but may **not** be reserved by anyone outside the department without approval of the Science Center office coordinator:

Biology/Chemistry Department: SSC021, SSC025, SSC033, SSC037, SSC039, SSC043, SSC049, SSC049A

Mathsci/Engineering Department: SSC020, SSC005, SSC017

- B. Unscheduled spaces
Additional lab and work spaces are not to be included in the space scheduling software database:

Biology/Chemistry department: SSC021A, SSC025A, SSC033A, SSC035, SSC030, SSC041, SSC047

Mathsci/Engineering department: SSC003, SSC003A, SSC007, SSC08, SSC011, SSC015

Rooms used by the Hostetter Museum of Natural History are in care of the Biology Department and are not to be included in the space scheduling software database:

SSC004, SSC101, SSC102

II. SSC104

Room SSC104 requires extra security due to valuable museum specimens displayed there. This room should never remain unlocked and unattended during hours when classes are not normally held (evenings, weekends, summer).

The Science Center Office Coordinator will approve requests for this room.

This room may not be reserved after 5:00 pm or on weekends except:

- In cases when a Science Center faculty member will be present and take responsibility for unlocking and locking the room.
- By special permission from the Science Center Office Coordinator, with arrangements made for locking the room.

During the school year, security will be asked **not** to leave the room unlocked for events scheduled later in the evening.

III. Conference rooms

A. The “Fishbowl” Room (SSC052)

The glass-walled conference room is intended to be available to students as a collaborative work space. In order to provide students with more spontaneous access, the room is not included in the online scheduling software. Instead, the space may be reserved in a sign-out notebook kept in the room.

Any students, faculty, or staff may sign out the room using the notebook. Those outside the Science Center who wish to reserve the room may do so by contacting the Science Center Office Coordinator at x4400.

B. SSC013

SSC013 is a general-purpose conference room that may be scheduled for meetings by faculty, staff or students from any department. The Science Center Office Coordinator will approve reservation requests and may give priority to departments housed in the Science Center if necessary.

IV. Mobile computer lab

The Suter Science Center houses a “mobile computer lab” consisting of 20 Chromebooks on a cart that can be used in any classroom in the Science Center.

This cart may be reserved in the online scheduling software, under the name of “SSC Chromebook Cart.” The Science Center Office Coordinator will approve reservation requests.

Faculty who teach in the Science Center may reserve the cart and take it to their classroom for use. Anyone from outside the Science Center who wishes to use the mobile lab must reserve the cart and also reserve a room in the Science Center where it will be used. *The cart may **not** be removed from the Science Center building.*

The cart will be secured with a padlock, for which Science Center faculty will be provided with the key. The Science Center Office Coordinator will unlock the cart for others who reserve it.

Strite Conference Room (CC105)

This space is viewed as one for seminars and special events rather than as a classroom or for other ongoing repetitive scheduling. Priorities for use of this space are as follows:

- I. Scheduling priority is given during the academic year in the following order to:
 - A. Board of Trustees
 - B. Admissions (including campus visits and SOAR events)
 - C. Nursing presentations

- II. Summer scheduling priority is given in the following order to:
 - A. Board of Trustees
 - B. Admissions
 - C. Summer Peacebuilding Institute/STAR (CJP leadership will make final determinations between these programs) the second week of May through the third week of June
 - D. Auxiliary Services (following SPI)

- III. Beyond what is outlined above, reservations can be made on a first-come, first-served basis through the space scheduling software.

Computer Labs

- I. Undergraduate classes will be scheduled by the Registrar's Office for LB106 and CC234. Other requests will be approved by Facilities Management.
- II. Certain academic department programs retain priority/responsibility for labs especially equipped for classes in their programs. The departments may opt to exclude the labs in the space scheduling software database or require special permission from the department to reserve them.

III. Mobile computer lab

The Suter Science Center houses a "mobile computer lab" consisting of 20 Chromebooks on a cart that can be used in any classroom in the Science Center.

This cart may be reserved in the online scheduling software, under the name of "SSC Chromebook Cart." The Science Center Office Coordinator will approve reservation requests.

Faculty who teach in the Science Center may reserve the cart and take it to their classroom for use. Anyone from outside the Science Center who wishes to use the mobile lab must reserve the cart and also reserve a room in the Science Center where it will be used. *The cart may **not** be removed from the Science Center building.*

The cart will be secured with a padlock, for which Science Center faculty will be provided with the key. The Science Center Office Coordinator will unlock the cart for others who reserve it.

Rutt Complexes

Primary usage is for Biomedicine programs.

Roselawn Room 221 (RLN221)

Roselawn Room 221 is a conference room dedicated primarily to be used by academic departments housed in Roselawn. It is not intended to be used for classes or class meetings. An exception to this designated use is a last-resort option of the University Registrar to schedule Room 221 for a class or class meeting when no other viable options are available or circumstances warrant it.

A description of this restriction will be included in the space scheduling software for the benefit of those searching for meeting space and for the purpose of informing users of the intended use of RLN221.

The space scheduling software administrator is authorized to decline any requests for reservations to use RLN221 as a classroom. Any such requests shall be referred to the University Registrar if the need persists.

University Commons

I. Common Areas

- A. The primary use of the common areas is to be informal gathering areas for students and local constituents. These spaces include the 1st floor corridor (UC100), the 1st floor lobby (UC100.1), the 2nd floor corridor (UC200), the 2nd floor lobby (UC200.1) and the Royal's Den (UC205). Occasionally the area may be used for department or special events.
- B. See Page 3 about "Special University Events."

II. Classrooms

- A. The University Registrar has priority for the use of classrooms UC124 and UC176 and will schedule the classes by May 15 for the upcoming academic year.
- B. The STAR Program (Center for Justice & Peacebuilding) has priority for the use of UC211/212 a maximum of one week each month, scheduled well in advance.

III. Fitness/Track Areas

The fitness/track areas include the cardio-equipment, indoor track, free weights and group exercise/aerobic areas. Priority of use of these spaces is assigned in the following order: academic classes, recreational sports (intramural and open hours for student, faculty/staff and community use), intercollegiate athletic teams, student organizations, and rentals.

IV. Gymnasium

- A. The following prioritization will be used in the scheduling of the gymnasium court A (varsity court):
 - Intercollegiate athletic contests (includes the right to put a hold on courts B & C during Intercollegiate athletic contests taking place on court A)
 - Student Orientation, Homecoming and Graduation events (consultation with the Athletic Department is required prior to these special events to avoid conflicts with Intercollegiate athletic contests)
 - Intercollegiate athletic practices for in-season sports (order determined within the Athletic Department)
 - Recreational Sports/Intramurals
 - Out of season activities for teams in non-traditional season
 - Student organizations and department functions
 - Outside rentals
- B. The following prioritization will be used when scheduling gymnasium courts B & C (auxiliary courts):
 - Physical Education classes
 - Intercollegiate athletic contests
 - Student Orientation, Homecoming and Graduation Events (consultation with the Athletic Department is required prior to these special events to avoid conflicts with Intercollegiate Athletic contests)
 - Intercollegiate athletic practices for in-season sports (order determined within the Athletic Department)

- Recreational Sports/Intramurals
- Out of season activities for teams in non-traditional season
- Student organizations and departmental functions
- Outside rentals

It should be understood that some activities, on ANY of the gymnasium courts, may be prohibited if it is deemed that the activity could potentially damage the floor.

V. Locker Rooms

- A. The following priority will be used in the assigning of #1 - #4 locker rooms (two women's and two men's) in the University Commons:
 - EMU intercollegiate athletic teams (in-season)
 - Visiting athletic teams
 - Physical Education classes (if visiting varsity teams are assigned to #5 or #6 locker rooms)
 - All other student, faculty and staff, and public use (if visiting varsity teams are assigned to either #5 or #6 locker rooms)

- B. The following order will be used in assigning of locker rooms #5 & #6 (one women's and one men's) in the University Commons:
 - Visiting varsity athletic teams (on an event by event basis)
 - All student, faculty and staff, and public use

VI. President's Reception Room (UC201)

- A. The President's Reception Room provides formal dining and reception areas appropriate for entertaining various groups and constituents. The President's Room of the University Commons will be available for campus events that are planned or approved by the President's Office.
- B. The President's Reception Room is available for scheduling through the space scheduling software.

VII. Special University Events

Special events, including Homecoming/Parents' Weekend and Commencement require most of the public space available on campus. No outside groups will be scheduled on campus during those times. For any on-campus groups wishing to reserve space, Facilities Management will reference the request for reservations with the appropriate person responsible for the special event.

VIII. Common Grounds Coffeehouse

Common Grounds is a student-managed coffeehouse. All events in Common Grounds are booked online at www.emu.edu/commongrounds. Common Grounds is only available during the academic year.

IX. Main Stage Theater (UC 170), Lee Eshleman Studio Theater (UC178) and the Green Room (UC171)

Theater spaces are intended first and foremost for use by the Theater Department. Other departments and outside groups, including summer programs, are welcome to use the space when it is available and not otherwise occupied with theater productions. Scheduling priorities and guidelines for use of equipment are outlined below.

- A. General scheduling priorities
 - Theater performance and production cycle (8 weeks per show)
 - Theater classes
 - Dates outside production (neutral):
 - Concerts and events sponsored by Student Programs
 - Remainder on a first-come, first-served basis when any group or program can reserve the space through the space scheduling software*
 - Summer programs
 - Summer Peacebuilding Institute (SPI)
 - Auxiliary Services' programming

* All reservations for the theaters and adjoining spaces submitted on the space scheduling software will be vetted first with a designated member(s) of the theater department for their awareness and approval with the following exceptions: Reservations through Auxiliary Services for summer programs may be scheduled on the space scheduling software without approval from the Theater Department.

* When scheduling a theater, it is important to also pay attention to other events taking place in adjoining spaces, and vice versa, due to transference of sound between common walls. No events are to be scheduled in the Eshleman Studio Theater during performances in the Main Stage Theater. Similarly, no events are to be scheduled in the Main Stage Theater during performances in the Eshleman Studio Theater.

- B. Use of equipment
 - The sound booth is not accessible to persons other than those authorized to operate the equipment housed in the booth. Authorized persons include Theater Department personnel, Information Systems Audio-visual Manager, Auxiliary Services Manager

and Facilities Technician.

- A sound technician is required to access the sound booth and the equipment housed there for events needing such support.
- Student Programs will provide their own sound booth technicians only with proper training and supervision by an authorized person as defined above.
- The cost of the sound/equipment technician will be billed to the group responsible for the event with the exception of the Theater Department. Student Programs is also exempt from technician charges when they are able to provide their own sound technicians within the scope of this policy.

Outdoor Facilities

- A. Outdoor facilities to reserve:
 - Baseball Field (AF100)
 - Basketball Courts (AF200)
 - Bomberger Field/Track (AF300)
 - Gehman Softball Field (AF400)
 - South Practice Field (AF500)
 - Sand Volleyball (AF600)
 - Tennis Courts (AF700)
 - Turf Field (AF800)
 - Campus Center Balcony (CCBalcony)
 - Park Cabin (PC101)
 - Park Cabin Fire Pit (PCFirePit)
 - Park Woods Pavilion (Pavilion)
 - Front Lawn (Front Lawn)
 - Discipleship Center Hill (DCHill)
 - Thomas Plaza (CCTPlaza)
 - Northlawn Alumni Park (reserve through Northlawn RD)

- B. The following prioritization will be used in the scheduling of outdoor facilities:
 - Physical Education classes
 - Intercollegiate athletic contests
 - Intercollegiate athletic practices for in-season sports (order determined within the Athletic Department)
 - Recreational sports
 - Intercollegiate athletic practices of teams in non-traditional season
 - Student organizations and department functions
 - Off-campus rentals

Room Scheduling Guide

Rooms are reserved by the offices listed below:

| Building | Owner of Space | Phone Extensions |
|--|---------------------------------------|-------------------------|
| All other computer labs | Information Systems | 4477 |
| Campus Center 207, Conference Room | Facilities Management | 4391 |
| Campus Center 234 | Facilities Management | 4391 |
| Campus Center Business Office Conference Room 104D | Facilities Management | 4391 |
| CJP Classroom MS 205 and Conference Room MS 109 | Center for Justice & Peacebuilding | 4979 |
| Discipleship Center | Facilities Management | 4391 |
| Hartzler Library 121 (JAMAR) | CJP for Classes/Facilities | 4979/4391 |
| Hartzler Library 300B | Library | 4170/4173 |
| Lehman Auditorium 011, 025 | Music Dept | 4225 |
| Mount Clinton Apts, Classroom 006 | Facilities Management | 4391 |
| Northlawn Dining Rooms | Food Services | 4311 |
| Outdoor Athletic Facilities | Athletic Dept | 4440/4646 |
| Rutt House 104 | MA in Biomedicine | 4338 |
| Rutt Annex 001 | MA in Biomedicine | 4338 |
| Suter Science Center 013, 017, 020, 021, 025, 025a, 030, 033, 037, 039, 043, 049, 049a, 053, 104 | Science Center | 4400 |
| Seminary 003, 010, 025 | MA in Counseling | 4243 |
| Seminary 103 | Seminary | 4261 |
| Seminary 118 | Facilities Management | 4391 |
| University Commons 170, 178 | Theater | 4360/4292 |
| University Commons 201 Pres Recp | President's Office | 4100/4101 |
| University Commons Aerobics 262 | Student Programs | 4489 |
| University Commons Game Room 121 | Student Programs | 4644 |
| University Commons Gyms, Track | Athletic Dept | 4440/4646 |
| University Commons Snack Shoppe 205 | Food Service | 4311 |

Room Listing

| Bldg Code | BUILDING | ROOM | Room Name | Reserved By |
|------------|---------------------|------------|-----------------------|------------------|
| AF | Athletic Field | 100 | Baseball Field | Ath, FM, AS |
| AF | Athletic Field | 200 | Basketball Courts | Ath, FM, AS |
| AF | Athletic Field | 300 | Bomberger, Soccer | Ath, FM, AS |
| AF | Athletic Field | 400 | Gehman Softball Field | Ath, FM, AS |
| AF | Athletic Field | 500 | South Practice Field | Ath, FM, AS |
| AF | Athletic Field | 600 | Sand Volleyball Court | Ath, FM, AS |
| AF | Athletic Field | 700 | Tennis Courts | Ath, FM, AS |
| AF | Athletic Field | 800 | Turf Field | Ath, FM, AS |
| AC | Art Center | 100 | Reprod. Media | FM, Reg, AS |
| AC | Art Center | 100A | Dark Room | FM, Reg, AS |
| AC | Art Center | 101 | Paint/Drawing | FM, Reg, AS |
| AC | Art Center | 102 | DML | FM, Reg, AS |
| AC | Art Center | 103 | Ceramics Lab | FM, Reg, AS |
| CC | Campus Center | 100 | Martin Greeting Hall | FM, AS |
| CC | Campus Center | 103 | Brunk Maust Lounge | FM, AS |
| CC | Campus Center | 104D | Business Office Conf | FM |
| CC | Campus Center | 105 | Strite Conf Room | FM, Reg, AS |
| CC | Campus Center | 201 | Education Lab | FM, Reg, AS |
| CC | Campus Center | 203 | Education Lab | FM, Reg, AS |
| CC | Campus Center | 207 | Conference Room | FM |
| CC | Campus Center | 223 | Classroom | FM, AS |
| CC | Campus Center | 226 | Classroom | FM, Reg, AS |
| CC | Campus Center | 229 | Classroom | FM, Reg, AS |
| CC | Campus Center | 232C | Conference Room | FM |
| CC | Campus Center | 234 | Computer Lab | FM, Reg |
| CC | Campus Center | 301 | Lehman Board Room | FM, AS |
| CC | Campus Center | 302 | Lehman Board Room | FM, AS |
| CC | Campus Center | Balcony | | FM, AS |
| CC | Campus Center | T Plaza | | FM, AS |
| DC | Discipleship Center | 101 | | FM, Reg, AS |
| DC | Discipleship Center | Hill | | FM, AS |
| Front Lawn | Outside | Front Lawn | | FM, AS |
| Labyrinth | Outside | Labyrinth | | FM, AS |
| LB | Hartzler Library | 106 | LTC Lab | FM |
| LB | Hartzler Library | 121 | JAMAR Room | CJP, FM, Reg, AS |
| LB | Hartzler Library | 300B | Classroom | Lib, FM |
| LB | Hartzler Library | 303 | Presidents' Room | FM, Reg, AS |
| LB | Hartzler Library | 304 | Classroom | FM, Reg, AS |
| LA | Lehman Auditorium | 011 | Practice Room | Mus, FM, Reg, AS |
| LA | Lehman Auditorium | 025 | Recital Hall | Mus, FM, Reg, AS |
| LA | Lehman Auditorium | 102 | Auditorium | FM, Reg, AS |

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|------|----------------------|----------|-------------------|--------------|
| MS | Martin Store | 109 | Conference Room | CJP, FM |
| MS | Martin Store | 205 | Conference Room | CJP, FM |
| MT | Mt Clinton Apt | 006 | Classroom | FM |
| NL | Northlawn | 004-S | South Dining Room | FS, FM, AS |
| NL | Northlawn | 005-E | East Dining Room | FS, FM, AS |
| NL | Northlawn | 006-W | West Dining Room | FS, FM, AS |
| NL | Northlawn | 007 | Dining Hall | FS, FM, AS |
| NL | Northlawn | 148E | Prayer Room | FM, AS |
| PC | Park Cabin | 101 | | FM, AS |
| PC | Park Cabin | Fire Pit | | FM, AS |
| RLN | Roselawn Academic | 101 | Classroom | FM, AS |
| RLN | Roselawn Academic | 102 | Classroom | FM, AS |
| RLN | Roselawn Academic | 103 | Classroom | FM, AS |
| RLN | Roselawn Academic | 104 | Classroom | FM, AS |
| RLN | Roselawn Academic | 105 | Classroom | FM, AS |
| RLN | Roselawn Academic | 115 | Classroom | FM, AS |
| RLN | Roselawn Academic | 116 | Classroom | FM, AS |
| RLN | Roselawn Academic | 117 | Classroom | FM, AS |
| RLN | Roselawn Academic | 200 | Community Room | FM |
| RLN | Roselawn Academic | 206 | Classroom | FM, Reg, AS |
| RLN | Roselawn Academic | 221 | Conference Room | FM, Reg, AS |
| RLN | Roselawn Academic | 251 | Lobby | FM |
| RLN | Roselawn Academic | 306 | Classroom | FM, Reg, AS |
| RLN | Roselawn Academic | 307 | Classroom | FM, Reg, AS |
| RT-E | Rutt Annex E | 001 | Classroom | BioMed, FM |
| RT-E | Rutt House | 104 | Classroom | BioMed, FM |
| SB | Seminary | 003 | Classroom | MAC, FM, Reg |
| SB | Seminary | 010 | Classroom | MAC, FM, Reg |
| SB | Seminary | 025 | Classroom | MAC, FM, Reg |
| SB | Seminary | 103 | Conference Room | Sem, FM |
| SB | Seminary | 109 | Classroom | FM, Reg, AS |
| SB | Seminary | 115 | Lobby/Lounge | FM, AS |
| SB | Seminary | 118 | Call Center | FM |
| SB | Seminary | 120 | Study Area | FM |
| SB | Seminary | 121 | Computer Lab | FM |
| SB | Seminary | 123 | Lecture Room | FM, Reg, AS |
| SB | Seminary | 202 | Classroom | FM, Reg, AS |
| SB | Seminary | 203 | Classroom | FM, Reg, AS |
| SB | Seminary | 204 | Classroom | FM, Reg, AS |
| SB | Seminary | 213 | Kitchenette | FM, AS |
| SB | Seminary | 215 | Martin Chapel | FM, AS |
| SB | Seminary | 218 | Fellowship Area | FM, AS |
| SB | Seminary | 220 | Gathering Area | FM, AS |
| SSC | Suter Science Center | 001 | Classroom | FM, Reg, AS |
| SSC | Suter Science Center | 013 | Seminar Room | SC, FM |
| SSC | Suter Science Center | 020 | Lab | FM, Reg, AS |
| SSC | Suter Science Center | 021 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 025 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 025A | Lab | SC, FM, Reg |

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|-----|----------------------|-------|---------------------|----------------------|
| SSC | Suter Science Center | 030 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 033 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 037 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 039 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 043 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 049 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 049A | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 075 | Concourse | SC, FM |
| SSC | Suter Science Center | 055 | Lab | SC, FM, Reg |
| SSC | Suter Science Center | 101 | Planetarium | FM |
| SSC | Suter Science Center | 102 | Museum | FM |
| SSC | Suter Science Center | 103 | Classroom | FM, Reg, AS |
| SSC | Suter Science Center | 104 | Classroom | SC, FM, Reg, AS |
| SSC | Suter Science Center | 105 | Classroom | FM, Reg, AS |
| SSC | Suter Science Center | 106 | Classroom | FM, Reg, AS |
| SSC | Suter Science Center | 107 | Classroom | FM, Reg, AS |
| SSC | Suter Science Center | 109 | Classroom | FM, Reg, AS |
| UC | University Commons | 100 | Corridor | FM, AS |
| UC | University Commons | 100.1 | Lounge | FM, AS |
| UC | University Commons | 120A | Gym - Varsity | Ath, AS, Reg, FM |
| UC | University Commons | 120B | Gym - NW | Ath, AS, Reg, FM |
| UC | University Commons | 120C | Gym - NE | Ath, AS, Reg, FM |
| UC | University Commons | 124 | Classroom | FM, Reg, AS |
| UC | University Commons | 170 | Main Stage Theater | Theater, Reg, FM, AS |
| UC | University Commons | 176 | Classroom | FM, Reg, AS |
| UC | University Commons | 177 | Common Grounds | AS, FM--SUMMER ONLY |
| UC | University Commons | 178 | Studio Theater | Theater, Reg, FM, AS |
| UC | University Commons | 200 | Corridor | FM, AS |
| UC | University Commons | 200.1 | Lounge | FM, AS |
| UC | University Commons | 201 | Pres Reception Room | Pres, FM |
| UC | University Commons | 202 | Track | Ath, FM, AS |
| UC | University Commons | 205 | Snack Shoppe | FS, FM, AS |
| UC | University Commons | 211 | South Conf Room | FM, AS |
| UC | University Commons | 212 | North Conf Room | FM, AS |
| UC | University Commons | 262 | Aerobics | SS, Ath, Reg, FM |
| UC | University Commons | 276 | Classroom/Mac Lab | FM, Reg |

| KEY | | | | |
|--------|-----------------------|--|-----|------------------------------------|
| AS | Auxiliary Services | | Ath | Athletic Office |
| BioMed | Biomedicine | | CJP | Center for Justice & Peacebuilding |
| FM | Facilities Management | | FS | Food Service |
| Lib | Library | | MAC | Masters in Counseling |
| Mus | Music Department | | Nur | Nursing Department |
| Pres | President's Office | | Reg | Registrar's Office |
| SC | Science Center | | Sem | Seminary |
| SS | Student Services | | | |