Mountwest Administrative Procedure

Room Scheduling

CLASSROOM Scheduling

The Registrar is responsible for scheduling courses in classroom space. Open computing hours may be scheduled in classrooms following the completion of the semester class scheduling process. Open computing hours are defined as blocks of time reserved in classrooms for students to drop in and utilize the room's resources.

Special Events are defined as any activity that is not part of the academic curriculum (i.e. meetings, seminars, guest lectures, etc.) As courses and open computing have priority over special events, the latter may not be confirmed in classroom space until the courses for the term in which the special event falls have been scheduled. Therefore, any reservation for a special event occurring in a classroom may get "bumped" as new classes are added to the schedule of courses. Therefore, a contingency plan should be prepared in the event that a course addition/modification affects a reservation.

No classroom is "owned" by a particular course, faculty member, or department. All classrooms are eligible for open computing and special event scheduling, as appropriate. Some classrooms are very specialized and may contain hazardous materials. Therefore, those classrooms would only be used after all other options have been explored and would require additional approval. Moreover, the use of a specialized classroom may require specific user training and the completion of various usage forms and agreements.

CONFERENCE ROOM Scheduling

The Event Coordinator is responsible for scheduling conference/multi-purpose rooms. There are five main conference/multi-purpose rooms available.

- Room GO7A*

- Room 201

*GO7A can be combined with GO7B and/or GO5 for special events on a limited basis

No conference room is "owned" by a person or department. Reservations for the conference rooms are on a first come/first serve basis. However, *priority will be given to standing meetings for various college-wide councils, committees, staff meetings, accreditation visitation teams, auditing teams and user groups.*

Student Activity Center

The Student Activity Center, , is not a single use activity area. The space cannot be reserved. The space is devoted to recreation and socialization.

RESERVATION INFORMATION REQUIREMENTS

If an event requires no support services of any kind (all that is needed is a room and chairs/table in no particular layout), you may request a room through the use of the official college scheduling tool, Microsoft Outlook. All rooms available for scheduling will be presented via the "All Rooms" listing available in Outlook's "Global Address Book". You will be notified via Outlook once your request has been processed. In the event a room conflict occurs, take these steps to resolve the problem:

1.   Call the person who has the room reserved and see if you can compromise.

2.   If this doesn't work; if the conflict is within the same division then the division head decides, if it is not within the same division then the next level up decides.

3.   If the conflict is still not resolved then the process needs to start over with a different room request.

If the event needs special services/accommodations, you may be required to provide additional information with your room request that could include the following:

•   DATE(s)

•   START AND END TIME(S)

•   PREP AND CLEANUP TIME (if any)

•   NUMBER OF ATTENDEES EXPECTED

•   ROOM PREFERENCE (if any)

•   ALTERNATE ROOM/DATE/TIME

•   NAME/TYPE OF EVENT

•   DEPARTMENT

•   CONTACT NAME (this person will be the primary contact for the event)

•   PHONE NUMBER AND EMAIL

•   RESOURCE REQUIREMENTS (e.g. Computers, special software, multi-media/projection, etc.)

•   HOSPITALITYY REQUIREMENTS (e.g. food and/or drink)