

College of Engineering Space Reservation Policy

1. CoE buildings will be open to the public including non-College of Engineering campus groups Monday through Friday 7:30am to 5:30pm. College of Engineering buildings are closed on the weekends. After hours and weekend use of Engineering building spaces will be restricted to College of Engineering faculty, staff, students, and/or groups. Events held in Engineering buildings must support the instructional and research missions of the College of Engineering (<https://www.engr.wisc.edu/about/strategic-plan/>).
2. AV equipment in the rooms is maintained by Engineering Media Services: (608)-890-3325 or ems@engr.wisc.edu. Any equipment failures should be reported to EMS promptly. Any special AV request should be made at least 24 hours in advance of your meeting. Please do not make any changes to the configuration or connections of the AV equipment in the rooms.
3. Computers at the instructor's podium are managed by Computer Aided Engineering (CAE): (608) 262-5349 or helpdesk@cae.wisc.edu. There are no computers in conference rooms. A CAE login is required to access these machines; this is NOT the same as your DoIT NetID. Non-College of Engineering instructors can create a CAE login at my.cae.wisc.edu.
4. The room must be left in its original configuration and clean.
5. Whiteboards will be cleaned.
6. Food items will be disposed of in trash receptacles outside of the room.
7. Lights and projector turned off.
8. Scheduled start and end times must be followed.
9. Event organizers will be held responsible for damages to the room, equipment or extra clean up if needed.

10. MEETING SPACE: Conference room and engineering lobby reservations:

- a. Reservation requests are made using Engineering EMS: <http://engr.ems.wisc.edu/>
- b. Browse rooms and click on room links for room specific information.
- c. Requests are approved by the Scheduling Coordinator for the room. Requests can take up to 48 hours to process.
 - i. If you do not have a Net ID, contact the room coordinator directly.
 - ii. If you need to reserve a room less than 48 hours in advance, contact the room coordinator directly. Requests less than 48 hours in advance cannot be guaranteed.
 - iii. Before reserving room requestors must be informed of room specific reservation policies. To check room specific policies, click on the red room number when making the reservation.
- d. A College of Engineering (COE) sponsor is required for all non-College of Engineering meetings. This person must be in attendance at the event or meeting.
- e. Scheduled meetings may be bumped based on priority. This information is on file with the scheduling coordinators.
 - i. Scheduled meetings cannot be bumped within 48 hours of the meeting.
 - ii. Scheduling Coordinators are allowed to use their own discretion if necessary.

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11. GENERAL ASSIGNMENT CLASSROOMS:

- a. Classroom reservations for **COE instruction related activities** can be made by contacting Student Services.
 - i. If recurring reservations are needed it is recommended that instructors plan a semester in advance to ensure requests can be accommodated.
- b. Requests for the use of classrooms for activities **not related to COE instruction** can be made through Campus Event Services <http://union.ems.wisc.edu/>
- c. COE student groups are expected to use Engineering Student Development spaces in 1410 Engineering Drive.
 - i. If space in 1410 is not available, requests can be made through Campus Event Services: <http://union.ems.wisc.edu/>.
- d. Reserving Space for theses or dissertation presentations can be made through Student Services.
- e. No food is allowed in classrooms.

12. Large Lecture Halls: 1003 Engineering Centers, 1610 & 1800 Engineering Hall, 1106 Mechanical Engineering

- a. Browse rooms and click on room links for room specific information in EMS
- b. Contact room coordinator, listed in Room Details/Additional Information.

13. CAE Labs:

- a. Reservation requests are made using Engineering EMS: <http://enr.ems.wisc.edu/>

14. WENDT study rooms:

- a. Reservation requests are made using Engineering EMS: <http://enr.ems.wisc.edu/>