

College of Engineering Space Reservation Procedures

1. **RESERVATION REQUESTS** - Reservation requests for conference rooms, auditoriums, lobby spaces, CAE labs and other College of Engineering rooms are made using the CoE EMS site:
<http://engr.ems.wisc.edu/>
 - a. CoE Scheduling Coordinators reserve the right to deny approval of reservation requests if the request does not meet the criteria for CoE space use as found in the CoE Space Use Policy (facilities.engr.wisc.edu/policies-and-forms/) or if the request in some way interferes with critical CoE space use needs and priorities.
 - b. Reservation requests cannot be made more than three months in advance of the meeting or event date to ensure critical CoE needs and priorities can be met.
 - c. Reservation requests submitted less than 48 hours in advance cannot be guaranteed.
 - d. Requestors need to read and be informed of room specific policies. To check room specific policies, click on the blue room number when making the reservation. Room specific policies will be detailed in the "Room Details" section.
2. Requests are approved by the Scheduling Coordinator for the room. Requests can take up to 48 hours to process.
 - a. If you need to reserve a room less than 48 hours in advance, contact the room coordinator directly.
 - b. Before reserving room requestors must be informed of and agree to room specific reservation policies.
3. Scheduled meetings or events may be bumped based on priority. This information is on file with the Scheduling Coordinators.
 - a. Scheduled meetings cannot be bumped within 48 hours of the meeting.
 - b. Scheduling Coordinators are allowed to use their own discretion if necessary.
4. AV equipment in the rooms is supplied and 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 by contacting media services. Please do not make any changes to the configuration or connections of the AV equipment in the rooms.
5. Computers at the instructor's podium are managed by Computer Aided Engineering (CAE): (608) 262-5349 or helpdesk@cae.wisc.edu. 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. There are no computers in conference rooms.
6. After a meeting or event, rooms should be returned to their original configuration and clean.
 - a. Whiteboards should be cleaned.

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- b. Food items (where food is allowed in the space) should be disposed of in trash receptacles outside of the room.
- c. Lights and projector should be turned off.
- d. Reservation requestors or organizers will be held responsible for damages to the room, equipment or extra clean up if needed.

7. GENERAL ASSIGNMENT CLASSROOMS:

- a. Classroom reservations for **COE instruction related activities** can be made by contacting Student Services. <https://www.engr.wisc.edu/academics/student-services/>.
- b. If recurring reservations are needed it is recommended that instructors plan a semester in advance to ensure requests can be accommodated.
- c. 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/> for activities occurring Monday to Friday. Classrooms reservations for activities during the weekend must be made through <http://engr.ems.wisc.edu/>.
- d. COE student organizations are expected to use Engineering Student Development spaces in 1410 Engineering Drive.
 - 1. If space in 1410 is not available, student groups can request use of General Assignment classrooms or conference rooms following those reservation procedures.
- e. Reserving Space for thesis or dissertation presentations can be made through Student Services.
- f. Food or drinks are not permitted in CoE classrooms, auditoriums or computer labs in accordance with UW-Madison policy.

The College of Engineering Space Use Policy can be found at facilities.engr.wisc.edu/policies-and-forms/ and on the CoE EMS site at <http://engr.ems.wisc.edu/>.