



Conference Room Reservation Policy for SEEC CENTRAL (S281) and SEEC EAST (S298)

It is important for us to have a formal policy that communicates the priorities and protocols for room reservations. Room reservations will be accepted according to the priorities and timeframes below. Reservations made by individuals on the classroom scheduling website that are not made in accordance with this policy are subject to cancellation.

General Priorities

1. EVEN seminars and program meetings.
2. Office hours for courses that have a majority of EVEN students.
3. EVEN research meetings
4. Non EVEN/CVEN use; including classes that do not receive a classroom assignment through CU central classroom scheduling, review sessions, office hours for other classes, meetings, etc.

ECES Conference Room Reservation Request Timeframes:

Priority of Use	Timeframe for Requests	
	Spring	Fall
1.EVEN Seminars and Program Meetings	From 12/5 to 12/7	From 7/5 to 7/10
2. EVEN office hours	From 12/8 to 12/11	From 7/11 to 7/14
3. EVEN research meetings	From 12/12 to 12/15	From 7/17 to 7/20
4. non EVEN uses	From 12/18 to 12/21	From 7/21 to 7/26

Please send your first and second choice according to the deadlines above to evenoffice@colorado.edu. Your requests will be processed at the end of each timeframe.

When all deadlines for requests have passed, room reservations will be accepted on a first-come, first-served basis.