College of Engineering
Conference and Seminar Room Reservations Policy

The College of Engineering has a wide selection of conference and seminar rooms available to faculty, staff, and students in the Seamans Center for the Engineering Arts and Sciences. To optimize use of the rooms, the College is establishing a reservations policy, effective February 1, 2002.

There are two, on-demand rooms (3517 SC and 4517 SC) available to faculty and staff for brief impromptu meetings on a first-come, first-served basis - no reservations needed. In addition, seating in the Third and Fourth Floor Atrium alcoves, as well as the Rooftop Terrace during good weather, is also encouraged for impromptu conferencing. For students, the Student Commons and 2222 Seamans Center (in the Student Commons) are available for brief impromptu meetings on a first-come, first-served basis.

For all other seminar and conference rooms in the Seamans Center, faculty and staff can reserve rooms using the Corporate Time web scheduling system. The system includes information on room resources, such as seating and tables, audio-visual if available, etc. If Corporate Time is not accessible (e.g., for students), reservations can be made through departmental offices. Once a room reservation has been entered into Corporate Time, the room is assumed to be reserved. Any conflicts or deviations in reservations should be handled by contacting the person who has the room reserved already, or by contacting the facilities manager. For reservations beyond a two-week period from the current date, contact the facilities manager.

Every room reservation (except for 3517 SC and 4517 SC) requires a contact person’s name, along with requested date, start and end times, and event name. The contact person is responsible for:

- Making the reservation.
- Acquiring appropriate audio-visual and other equipment not available in the room.
- Arranging any special-need computer connections with Engineering Computer Systems Support.
- Working with the facilities manager on any special needs for the room, e.g., table and chair needs and configuration
- Catering arrangements.
- Room clean-up arrangements immediately after the meeting. This includes returning the room to its original condition and configuration for use by the next occupants. If this is not accomplished, the contact person’s department will be assessed any associated custodial charges.

Any questions about the room reservations policy or special needs should be directed to the facilities manager well in advance of a meeting.