

ESB Conference Room Reservation Policies

General Policies:

- Requests are approved on a first come, first served basis.
- Priority will be given to events tied to the campus calendar, or COE departments and programs.
- Rooms must be used by academic groups for academic purposes.
- Must book including time to set up and take down the event.
- CoE courses that are held once a week may use the room as long as no tests, mid-terms, or final exams are held.
- The conference rooms are not to be used as a general-use classroom and use that is tied to the campus' final exam schedule are not allowed.
- Non-CoE courses are not allowed.
- Events in the same room for more than three consecutive days are not allowed.
- Reservation holder is responsible for returning the room to original configuration and will be charged actual costs to clean and/or repair any damage.
- Doors are open 7am -7pm Monday-Friday, otherwise a keycard must be checked out from HFH1038. Keycard must be returned by the next business day.
- Under emergency circumstances, the Dean has the right to cancel any reservation. Users will be notified with as much notice as possible and efforts will be made to find another room.
- Exceptions to these policies can be requested via the ESB Reservation Policy Committee.

Cancellation Policy:

- We ask that reservations be canceled as soon as it is known the room is not needed and, preferably, no less than 48-hours in advance of reservation.

Room Use by Academic Student Groups:

- Reservation requests for CoE academic student groups may be made following the room reservation policies as noted above.
- Faculty advisor and/or staff advisor need to be present during student group events and reservations must be sponsored by the group's faculty advisor.