College of Architecture Room Scheduling Procedure

Gould Hall has many rooms that can be reserved for teaching, meetings and events. The Facilities Manager will schedule the use of all rooms.

The following parties are included in this process:
- Requestor: faculty, staff, student or other party desiring room use.
- Approver: person controlling use of the room (see Room Scheduling Key).
- Facilities Manager (FM): room scheduler.

The following is the room reservation procedure:

1. The Requestor sends the Approver a written request (email) for the room reservation. The request should include the room number, date(s), start time and end time, set up requirements (tables and chairs), if food is to be consumed, any other special needs for the event and the intended use.
2. All IT or AV requests must be made by submitting a ticket to the COA IT Manager (See https://ounew.service-now.com/navpage.do). This is the responsibility of the Requestor.
3. If approved, the Approver forwards the written request (email) for the room reservation to the FM and copies the Requestor.
4. If approved, the FM sends a written reservation confirmation (email) to the Requestor and copies the Approver notifying them that the room is reserved. If the room is not available, the FM will notify the requestor (email) of the status and copy the Approver.
5. The Associate Dean for Administration will schedule rooms if the FM is unavailable.

CoA Room Scheduling Key   02.05.2013

Room	Description	RS	Approver	Comments
B-7	Common Classroom	Yes	FM	
B-15	Computer Lab	Yes	FM	Copy IT
B-87	Resource Room	Yes	ID	
B-94	Light Lab	Yes	ID	
B-97	Mini Learn Lab	Yes	ID	
125	Lobby	No	FM	
130	Gallery	No	FM	
185	Large Conf Room	Yes	DeanA	
195	Dean's Conf Rm	Yes	DeanA	
240	CNS Conference Room	Yes	CNS	
245	Teaming Room	Yes	CNS	
250	Faculty Conf Room	Yes	DA	
324	Competition Room	Yes	FM	Copy IT
345	RCPL/LA Shared	Yes	RCPL/LA	
350A	Super Studio	Yes	FM	Copy IT
390	Learn Lab	Yes	FM	Copy IT
395	Distance Learn Lab	Yes	FM	Copy IT
	W Display Cabinet	No	AD	
	E Display Cabinet	No	AD	

RS = room has reservation key pad

Approver	Department	Contact Person
FM	Facilities Manager	FM
AD	Associate Dean	Richard Ryan
CNS	CNS Director	Ken Robson
ID	Interior Design Director	Mia Kile
RCPL	RCPL Director	Dawn Jourdan
DeanA	Dean's Assistant	Niky Marbell
DA	Directors' Assistant	Connie Matthews
IT	IT Manager	Justin Davis