

# RESERVATION POLICY FOR THE DISCOVERY LEARNING CENTER COLLABORATORY

Updated May 6, 2009

The following policy shall be used for accepting reservations for the Discovery Learning Center (DLC) Collaboratory (Rooms 1B70, 1B60, and 1B50), the Murray Reading Room (Room 1B65) and the DLC Lobby. Confirmation for all reservation requests is the responsibility of the Assistant Dean of Administration in the College of Engineering and Applied Science, JoAnn Zelasko.

## EARLIEST RESERVATION CAN BE MADE (MUST SATISFY EACH BULLET ITEM)

### NO RESTRICTIONS

- Event is a national/international conference or meeting of a recognized, external group.
- Event will be attended or led by faculty in the College of Engineering and Applied Science.
- Expected attendance >50 or there is need for the specialized A/V equipment in the Collaboratory.
- Date is firm.

### STARTING JULY 1 FOR THE CURRENT ACADEMIC YEAR

- Singular colloquium, seminar, or technical meeting with expected attendance >50.
- Event will be attended or led by faculty or staff in the College of Engineering and Applied Science.
- Date is firm.
- *Examples: Departments' Industry Advisory Councils, engineering guest seminar, Engineering-sponsored high school recruiting events, Space Grant hands-on outreach programs, large video conference sponsored by a department.*

### CURRENT SEMESTER

- Singular conference, colloquium, seminar, or technical meeting with expected attendance >30.
- Recurring events, maximum frequency weekly. (NOT INCLUDING SEMINAR COURSES, COURSE PRESENTATIONS, OR EXAMS—see below for policy on these.)
- Event will be attended or led by faculty or staff in the College of Engineering and Applied Science.
- Dates are firm or will be firmed up within a week of the reservation request (for example, a room cannot be reserved weekly for the possibility of a faculty search seminar, and then be used only a few of the reserved dates).
- *Examples: Engineering department/program faculty and staff meetings, engineering special events, an invited speaker who is likely to draw an audience of at least 30.*

### WITHIN 1 MONTH OF THE EVENT DATE

- Non-academic meetings or any meeting with expected attendance  $\leq 30$ .
- *Examples: weekly CU-Boulder student group meeting with average attendance of 25, a departmental luncheon, a thesis defense with 15 expected attendees, a Business School-sponsored presentation, a conference sponsored by and attended by faculty in the School of Journalism.*

### USE OF COLLABORATORY FOR SEMINARS, EXAMS, OR COURSE PRESENTATIONS

- Only College of Engineering and Applied Science department seminar series and course presentations (such as Senior Projects presentations) can be scheduled in the Collaboratory, and only if the expected attendance is >30. Regular courses may not be scheduled in the Collaboratory.
- Seminar series or course presentations may be scheduled 2 weeks before the start of a semester.
- All singular event reservation requests for >30 people, or special events needing the A/V equipment, will take priority, and will bump a seminar or a course presentation. The faculty or staff in charge of the seminar/course is responsible for finding an alternative meeting site. Generally there will be at least a two week notice if such an event needs the Collaboratory.
- Exam scheduling will be handled case-by-case. Contact JoAnn Zelasko for any exam requests.

## **RESERVING THE DLC LOBBY OR THE MURRAY READING ROOM ONLY**

- Reservations for either or both of these areas, but do not include the use of the Collaboratory, can be made within 1 month of the requested date.
- Requests for earlier reservations will be handled on a case-by-case basis. Contact JoAnn Zelasko for any such request.
- *Examples: Engineering departments' graduation receptions, small research group meetings in the Murray Reading Room.*