

RESERVATION POLICY FOR THE DISCOVERY LEARNING CENTER COLLABORATORY

Updated June 2015

(Clarification on Meetings of Engineering-Focused Seminars and Organizations)

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.

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

NO RESTRICTIONS

- Event is a national/international conference; a singular meeting of a national engineering-focused organization; or an advertised undergraduate or graduate student recruiting event.
- Event will be attended or led by faculty or staff in the College of Engineering and Applied Science.
- Expected attendance >50.
- Date is firm.

STARTING JULY 1 FOR THE CURRENT ACADEMIC YEAR

- Singular course session, colloquium, seminar, or technical meeting of a regional/CU-Boulder engineering-focused organization 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: A single-day Senior Projects presentations, Departments' Industry Advisory Council meetings, engineering guest seminar, Space Grant hands-on outreach program.*

CURRENT SEMESTER

- Singular engineering-focused course session, conference, colloquium, seminar, or technical meeting with expected attendance >30.
- Recurring engineering-focused meetings/events, maximum frequency weekly, with expected attendance > 30. (NOT INCLUDING COURSE MEETINGS 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: First day meeting of a lab course, engineering department/program faculty and staff meetings, engineering special events, an invited speaker who is likely to draw an audience of at least 30, CU Boulder Fluids seminar series.*

WITHIN 1 MONTH OF THE EVENT DATE

Any meeting not covered above, including:

- Non-engineering meetings, conferences, or seminars.
- A meeting with expected attendance ≤ 30 .
- Meetings led by students.
- Very small meetings. Small meetings should be no longer than an hour in length.
- *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 the School of Law, students practicing a senior design presentation.*

USE OF COLLABORATORY FOR SEMINAR COURSES, EXAMS, OR COURSE PRESENTATIONS

- Courses: 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. No other courses may be scheduled in the Collaboratory.
- Seminar series or multiple course presentations may be scheduled 2 weeks before the start of a semester.
- All all-day or half-day event reservation requests for >30 people, or special events needing the DLC facility, will take priority, and may bump a seminar series or a weekly recurring meeting. The faculty or staff in charge of the seminar/meeting 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 in the lobby, research group meetings in the Murray Reading Room.*