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Title: ROOM ASSIGNMENTS AND RESERVATIONS

Code: EE0151

Policy Reference: N/A

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All room assignments and reservations are to be made through the Class Scheduling department. Room assignments for classes will appear on the faculty's official programs. Authorization to use rooms for other than regularly scheduled classes should be obtained according to the following procedures; however, the instructional program of the district will always be given first priority.

1. Reservations for academic rooms for final or other exams, or classrooms, auditoria, conference rooms, etc. for school-related meetings or activities must be requested through the Class Scheduling department.
2. Non-academic room usage for other than regular class assignments must be planned and requested using Administrative Regulation and Procedure GG0050; Meeting Room, Auditoria Equipment, Food Reservation, and Related Services Procedure - Milwaukee Campus only. Campus team leaders will manage special room use at the North, South, and West Campuses.

Office of Responsibility: Class Scheduling

Last Reviewed: Feb-2021