



## ADMINISTRATIVE REGULATION AND PROCEDURE

---

Title: ROOM ASSIGNMENTS AND RESERVATIONS

Code: EE0151

---

Policy Reference: N/A

---

All room assignments and reservations are to be made through the Class Scheduling supervisor at the Milwaukee Campus or the appropriate campus team leader at the regional campus. 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. Rooms for final or other exams, or classrooms, auditoria, conference rooms, etc. for school-related meetings or activities:
  - A. At the Milwaukee Campus, provides the Class Scheduling supervisor, with completed "Milwaukee Area Technical College – Application for Use of Facilities & Related Services" form. These forms are available in Class Scheduling or can be accessed under the MATC Information icon in the MATC Special Activities Menu. This should be done at least one week prior to the anticipated use.
  - B. At the regional campuses arrangements should be made through the appropriate campus team leader.
2. 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: Instructional Design