Section 2: Room Reservation Policy

Only the board members who have undergone mandatory video training for the Events Management System (“EMS”) will have authority to reserve spaces or rooms on behalf of their student organization. Students may not book rooms for any other purpose. Please review the Event and Room Request System Instructions (see Appendix 1) for information about how to use the EMS system.

All rooms and event spaces must be requested in advance. Student organizations may not promote a meeting or event in a location that has not been reserved by the sponsoring student organization. Student organizations may begin promoting its events only after it has received confirmation that the reservation has been approved.

Students may not remove or move furniture for meetings or events. To request that furniture be moved for an event, student organizations must submit a Facilities Request at least two weeks in advance to the Deans’ Office. Facilities charges are incurred hourly and can only be estimated before the event. Student organizations that incur facilities charges are required to pay those charges.

All reserved spaces must be left in the condition that they were found by the student organization. Failure to return a space to its original condition may result in the revocation of reservation privileges, and the student organization may be charged cleaning and facilities fees. All fire safety rules and regulations must be adhered to at all times.

Registrar Managed Rooms: Classrooms

Approved students can book the following rooms using EMS: the Rotunda Classrooms (Room 100, 101, 102, 103, 104, 105), the Moot Court Room (200), the Conference Rooms (240, 301, 340), and the Zief Classrooms (Zief 002, 012, 017).

Zief Law Library Managed Rooms: Conference Study Rooms

Zief Law Library Conference Study Rooms are available for reservation through the Library’s Circulation Desk.

Deans’ Office Managed Rooms: The Terrace Room and Other Public Spaces

The Deans’ Office manages the reservations for the Terrace Room and other public spaces, which includes the Student Lounge, the Atrium (the space in the Kendrick entryway before the Student Lounge), the Rotunda (the common space on the 1st, 2nd, and 3rd floors), Kendrick 212, and Zief Plaza (the outdoor patio space between the Zief Law Library and Kendrick Hall). These spaces are available on a limited basis for special events that are open to the law school community.
The Terrace Room & other public spaces listed in previous page, cannot be booked by students. Student organizations that would like to use one of these spaces must have a faculty or staff member supervise the event. “Supervising the event” requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission from the Assistant Dean for Student Affairs to use the requested space;
- reserve the space on behalf of the student organization;
- oversee the event set up and clean up;
- remain in the event space for the duration of the event; and
- ensure that the space is left in the same condition it was found before the event.

**Special Rules for the Terrace Room:** The faculty or staff member supervising an event in the Terrace Room is responsible for picking up and returning the Terrace Room keys to the Deans’ Office and ensuring that the window blinds closest to the bookshelves remain lowered to protect the rare books on display.

**Special Rules for the Rotunda:** Due to noise, the Rotunda cannot be reserved when classes are in session.

**University and Law School Space for External Audiences**

Student organizations that would like to reserve a space at the University or the law school for an event or conference in which an external audience is invited to attend or participate must have a faculty or staff member supervise the event. “Supervising the event” requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission from the Assistant Dean for Student Affairs to use the requested space;
- reserve the space on behalf of the student organization;
- oversee the event set up and clean up;
- remain in the event space for the duration of the event; and
- ensure that the space is left in the same condition it was found before the event.

It is the responsibility of the student organization to communicate the above responsibilities to the faculty or staff supervisor.