

Section 2: Room Reservation Policy

Only two board members will undergo mandatory video training for the Events Management System (EMS). Once they have completed EMS training, they must notify the Deans' Office via email at lawstudentaffairs@usfca.edu. The two board members that have undergone the mandatory EMS training will have the 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 and has been added to the Confirmed Events google calendar.

Responsibility of Reserved Spaces:

All reserved spaces must be left in the condition that they were found by the student organization. Failure to return the 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.

If you are hosting an event outside of these hours or on a weekend, your faculty or staff supervisor may request that the building or rooms be unlocked during your event by emailing Donna Creasman, Assistant Director for Administrative Services, at dlcreasman@usfca.edu. The email should include information about the room being used, the purpose of the event, the date and time of the event, and the requested access. Please keep in mind that if all of the attendees of your event are USF law students, they will already have swipe access to the building, and external doors do not need to be unlocked.

Registrar Managed Rooms: Classrooms

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

Registrar Managed Rooms: Terrace Room and Other Public Spaces

The Registrar 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). This also includes our 101 Howard branch campus. These spaces are available on a limited basis for special events that are open to the law school community.

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

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 supervising the event. "Supervising the event" requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission directly from the Assistant Dean for Student Affairs to use the requested space via email;
- 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.

Special Rules for 101 Howard: Due to noise, some of the spaces in 101 Howard may not be able to be reserved when class is in session. If you would like to have an event at 101 Howard, please work with the Office of Student Affairs to confirm a time and space for the event.

Once you have a faculty or staff supervisor, they must email lawstudentaffairs@usfca.edu to book any of the above rooms on behalf of the student organization. A forwarded supervisor email will not be accepted.

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 supervising the event. "Supervising the event" requires that the faculty or staff supervisor commit to the following responsibilities:

- receive express permission directly from the Assistant Dean for Student Affairs to use the requested space via email;
- 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.

Once you have a faculty or staff supervisor, they must email lawstudentaffairs@usfca.edu to book any of the above rooms on behalf of the student organization. A forwarded supervisor email will not be accepted.

Facilities Needs in Reserved Rooms:

Students may not remove or move furniture for meetings or events. If the event is in the Terrace Room or at the law school, student groups *may* be able to move furniture.

If furniture is being moved, recruit student volunteers and get permission from Donna Creasman dcreasman@usfca.edu and lawstudentaffairs@usfca.edu at least **three** weeks before the event. To move any furniture at the law school, a faculty or staff supervisor must be present at all times. If the event is on main campus or any of the other branch campuses, furniture is required to be moved by facilities and this request will be done through EM&GS. Student organizations must submit a Facilities Request at least **three** weeks in advance. Facilities charges are incurred *hourly* and are costly. EM&GS will give you an estimated cost of the facilities charge before the event. Student organizations that incur facilities charges are required to pay those charges.