

Guidelines for Conference & Event Services (CES) Scheduling of Reservable Spaces

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Event Type Tiers

Events who fall into Tiers 1-4 must include a majority (50% or more) of campus attendees. Events with less than 50% campus attendees will fall under Tiers 5 and 6.

Tier 1: University Instruction

Classes that are part of the regular and recurring instructional activities of a University college or department, which support the delivery of academic programs. These include but are not limited to regularly scheduled classes.

Tier 2: University Instructional Support

Instructionally related activities, meetings, and programs such as forensics, journalism, special class events, student academic conference, instructional professional development, learning communities, and intercollegiate athletics that support class offerings or academic programs. This tier also includes courses that are part of the authorized Extended Education program.

Tier 3: Research Activities

Programs that are research-oriented in nature which contribute to the professional or educational development of students, faculty, staff. These include but are not limited to, conducting research activity, faculty performance/exhibition, and research conferences/symposiums.

Tier 4: Student Life Engagement Events, Student Services, Activities Sponsored by Faculty, Staff, or Recognized Student Organization, and Administrative Events

Events and activities concerned with the professional, cultural, recreational, educational, administrative, informational, or entertainment aspects of the university life. Examples are (but not limited to), club and activities meetings, office of students life events, student organized conferences, career fair, housing events, administrative meetings, workshops, and professional development.

Tier 5: Meetings of Groups or Consultants Sponsored by or Related to the University

Examples include meetings called by state agencies; by professional organizations of faculty or staff, students, recognized student organizations, faculty or staff, or recognized employee organizations; consultant activities that have been approved by the University; meetings by University-related organizations; county and city school district-sponsored meetings; or meetings of federal, state, and local government organizations.

Tier 6: Other Uses/External

Use of facilities for programs consistent with the educational mission of the University may be granted to those agencies and organizations with whom the University is authorized to make lease or licensing agreements.

Space Categories, Priorities and Tier Reservation Timing

Reservable campus spaces have been assigned to four categories based on their current room use, and intended use of the room. Use of University property, facilities and services that may be scheduled for activities or events will generally be granted in prioritized order of precedence as noted in each Category.

Reservation timing is intended to allow events that fall under each tier of priority to have equitable access to those spaces, and limit the chances of events being “bumped” out of a space. Exceptions to these timelines may be made at the discretion of the Dean of Students based upon needs. Timelines in excess of 10 days will be calendar days; timelines under 10 days will be business days.

Category A: Academic

These rooms are primarily used and intended for academic purposes, including but not limited to lecture classrooms, computer labs, academic performance and exhibition, hands-on courses and academic class support (i.e. locker rooms, warm-up spaces, bleachers). While they may serve other categories when not in use, their priority is academic.

Prioritization and Timing for Reserving:

- **Tier 1: University instructions**
Up to 90 days before event

- **Tier 2: University Instructional Support**
Up to 60 days before event
- **Tier 3: Research Activities**
Up to 50 days before event
- **Tier 4: Student Life Engagement**
Up to 30 days before event
- **Tier 5: Meetings of Groups or Consultants Sponsored**
Up to 30 days before event (or see Category C)
- **Tier 6: Other uses/External**
Up to 15 days before event (or see Category C)

Category B: Student Engagement, Student Services, and Administrative Activities

These rooms have been identified as being primarily used and intended to support student life activities, and activities connected to enhancing student engagement, as well as administrative activities enhancing our campus mission.

Prioritization and Timing for Reserving:

- **Tier 4: Student Life Engagement**
Up to 90 days before event
- **Tier 1: University instructions**
Up to 60 days before event
- **Tier 2: University Instructional Support**
Up to 60 days before event
- **Tier 3: Research Activities**
Up to 60 days before event
- **Tier 5: Meetings of Groups or Consultants Sponsored**
Up to 30 days before event (or see Category C)
- **Tier 6: Other Uses/External**
Up to 15 days before event (or see Category C)

Category C: Other Spaces - Summer Session

Spaces under category C mainly consist of spaces that can only be reserved outside our normal academic year (summer).

Prioritization and Timing for Reserving:

- **Tier 5: Meetings of Groups or Consultants Sponsored**
Up to 24 months before event
- **Tier 6: Other uses/External**
Up to 24 months before event
- **Tier 4: Student Life Engagement**
Up to 12 months before event

- **Tier 1: University instructions**
Up to 6 months before event
- **Tier 2: University Instructional Support**
Up to 6 months before event
- **Tier 3: Research Activities**
Up to 6 months before event

Category D: Specialized Spaces

These rooms are designated campus spaces that are unique in intent and functionality. We have spaces on campus that have been built and/or designated with specific unique roles in mind. These spaces include (but not limited to) Native American Forum, Goudi'ni Gallery, Natural History Museum and the Reese Bullen Gallery. Those spaces have limited reservation options through CES in consultation with the previous managing department for appropriateness of events. The previous managing department will have two academic business days to reply to requests.

These rooms are available for reservations with approval from CES in-line with the requirements of each space. Tiers of priority should be applied from Tier 1 to Tier 6. Any events not in-line with the intention of the space, or core to the goal of the space, will be denied.

Prioritization and Timing for Reserving:

- **Tier 1: University instructions**
Up to 90 days before event
- **Tier 2: University Instructional Support**
Up to 60 days before event
- **Tier 3: Research Activities**
Up to 50 days before event
- **Tier 4: Student Life Engagement**
Up to 30 days before event
- **Tier 5: Meetings of Groups or Consultants Sponsored**
Up to 30 days before event (or see Category C)
- **Tier 6: Other uses/External**
Up to 15 days before event (or see Category C)

Events that Precede All Other Tiers and Categories

Complex, annual events that impact the entire University and require coordination with the overall University calendar and extensive advanced planning precede any other prioritizations, and include:

- Orientation and week of welcome activities
- Campus wide recruitment events
- Campus wide preview events
- Campus wide commencement events
- Homecoming
- Events approved by the President's office or designee
- Senate and senate sub-groups