

Classrooms

RSOs may reserve authorized classroom space for free, when available. Reservations cannot be made until after the second week of each semester (after add/drop), once classes are confirmed. Reservations are done by priority. **No reservations are completed during add/drop.** During the second week of the term the faculty/staff requests are completed; then once that is finished the student organizations requests are completed. Student requests are typically started the third week of the term. Requests may be submitted up to six months in advance and will be held pending until the third week of each semester. The **only** exception to the rule is if the RSO is requesting an event that falls on the weekends, then the request **may be** able to be reserved at an earlier date.

No food or catering is allowed in classroom buildings. Disturbance of academic classes (e.g., loud music) as well as trash, candle wax, etc will not be tolerated and can result in loss of room privilege and/or future reservations. If you need a room for practices (IE: dance, skit, singing) during the school week then reservations cannot start until 9pm because it disrupts classes. Also, if any furniture is moved it needs to be placed back exactly how it was found when entering the room.

If multimedia rooms are requested through Classroom Reservations, it is required that the RSO's advisor be present at the entire meeting or event. Any room capacity larger than **56** is equipped with multimedia so an advisor needs to be in attendance as well, even if media will not be used. The advisor needs to email confirmation of attendance to events@mail.ucf.edu and indicate: the name of the RSO, date and name of the event. Computers and projectors are not to be unplugged, moved, or adjusted in any way. Before leaving the room, log off of the computer and shut off the projector. Not following the aforementioned rules can result in the loss of room privileges and/or future reservations. To make reservations, an authorized (as indicated on the most recent Update Form, page xx) officer can may make a reservation request. Classroom Reservations **prefer** all RSO's to complete the online form at:

http://registrar.ucf.edu/forms/room_reservation.htm. Make sure to include organization name, description of the event, room size, date of event, start and end time, equipment needs, advisor and building preference. If there are problems with the online-form, then you can email us at events@mail.ucf.edu; and please make sure **ALL** the information listed above is included in the email. If all the information is not included then this will slow down the reservation process.

If equipment appears to have prior tampering please immediately contact events@mail.ucf.edu or leave a message at 407-823-0588 so you are not held accountable for damage you did not create.

If you have any questions or concerns please contact Classroom Reservations at events@mail.ucf.edu or call 407-823-0588.