



1.3.001 Room Reservation and Scheduling Software

Subject	Room Reservation and Scheduling Software
Effective Date	December 1, 2018
Revision Date	November 10, 2022
Approvals	VP of Campus Infrastructure
Responsible Office	Information Technology
Owner/Creator(s)	Information Technology

I. PURPOSE and SCOPE

The purpose of this policy is to provide users with clear guidance on the appropriate ways in which they can make use of MSOE's room scheduling software. This policy applies to the use of by MSOE users (including faculty, staff, students, guests, temporary workers, and contractors from other organizations) and outside organizations.

This policy should be a living document that will change as information use changes in the organization.

All users are expected to have knowledge of at least the portions of this document that are directly related to their role within the organization.

II. DEFINITIONS:

Element	Definition
None	

III. POLICY STATEMENT

1. Groups and organizations of the Milwaukee School of Engineering (MSOE) may have use of campus facilities at no charge, subject to available space, as determined by the master calendar schedule.
2. Regents, corporate members and alumni of MSOE may request the use of campus spaces for specific business-related use, subject to guidelines below.
3. Non-MSOE organizations or groups may apply for the use of our facilities, subject to availability. Normally such requests will only be granted when the group is a partner organization with MSOE and/or the subject matter of the meeting is of interest to the MSOE community and the usage will not conflict with the purpose or policies of

the university. MSOE may decline any request accordingly.

4. Parking is not included with the use of the building; however, in special or unique situations, arrangements may be made through MSOE's Public Safety Department, with a minimum of 30 days advance notice.
5. Any ongoing or regularly scheduled use of the facility by MSOE or outside groups will require approval of the Vice President of Campus Infrastructure. Occasionally, any ongoing or regularly scheduled use may be required to find alternate facilities.

Guidelines for Building Use

1. Campus space will not be used for any wedding, birthday, anniversary or other such unrelated non-university celebratory events or parties and other events deemed inappropriate by university personnel.
2. Exceptions will be reviewed and determined by the Vice President of Campus Infrastructure on a case-by-case basis.
3. A Facility Use Agreement is to be completed by a representative of the user organization after the function has been approved and added to the master calendar. The completed form will include a drawing of the desired set-up of the needed space.
4. Requests for set-ups of tables and chairs, the use of audio-visual equipment, or musical equipment must be stated completely on the Facility Use Form and reviewed by the Custodial Department. Setups must comply with MSOE available furnishings. Any furnishings required to be rented will be paid directly by the user after approval is granted. A setup fee will be charged (see Fees section below).
5. No amplifiers, band equipment, heavy equipment or displays that could cause damage to this facility may be brought in or used in the facility without approval.
6. Set-up and replacement of furniture and equipment will be performed only by university staff. Users of the facility are not to move any furniture or equipment without prior approval.
7. To assure the facility is made ready for its next scheduled use, MSOE custodial staff will tear down and clean up after each event daily. A clean up fee will be charged (see below).
8. When minors will be present in the facility, the group must provide MSOE with a written plan on how they will be supervised. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters

from parents/guardians, medical and insurance information, etc.

9. Cooking or other food preparation is not allowed. Users must use catering from MSOE's food service vendor for all food and beverages needs.
10. Depending on the usage and identity of the user, MSOE will require proof of liability insurance for all non-MSOE users.
11. Each group or organization must designate a representative who will consult with university staff in advance of the event and be responsible for:
 - Accounting for damages to the facility.
 - Parking requirements

Fees

Below is a list of fee schedules for select buildings on campus for non-MSOE users: *

Building/Location Name	Deposit	Set-up Fee**	Cleaning Fee	Room Fee (under 4 hours)	Room Fee (over 4 hours)
Alumni Partnership Center	\$100	\$50	\$100	\$200	\$400
Grohmann Museum	\$250	\$50	\$100	Variable	Variable
Classrooms	N/A	Variable	Variable	\$25/hour	\$25/hour
<u>Diercks Hall</u>					
*Classrooms	N/A	Variable	Variable	\$75/hour	\$75/hour
*Auditorium	\$250	Variable	Variable	\$250/hour	\$250/hour
*Atrium	\$250	Variable	Variable	\$250/hour	\$250/hour
*Patio	\$250	Variable	Variable	\$250/hour	\$250/hour
*First floor (all)	\$500	Variable	Variable	\$750/hour	\$750/hour

*Fees for other MSOE buildings will be provided upon request.

**Set up fee is for groups of 50 or less. Rate for groups above 50 will be determined based upon the size of the group.

- Groups are responsible for damage done to any university equipment or furnishings. User will be charged for any such cost of repair or replacement by MSOE including forfeit of the damage deposit.
- The Vice President of Operations or his designee may waive or modify the above listed fees after consideration of extenuating circumstances or request.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at MSOE. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Inability to request rooms for events;
2. Disciplinary action according to applicable MSOE policies;
3. Termination of employment, contract or enrollment; and/or
4. Legal action according to applicable laws and contractual agreements.

Agreement

Each time you access the software, you agree to be bound by the Policy and any additional terms that will apply prospectively to you. You agree to accept notice of posting the new terms via our site on which you accessed these terms. By using this Site, you will be deemed to have irrevocably agreed to these Terms.

IV. PROCEDURE

- a. Access to the MSOE event and academic scheduling software is controlled thru MSOE's single sign on. Any MSOE user with an Active Directory account has the ability to log in.
- b. All reservable university spaces are located within this software. Ability to request/view spaces is controlled by the individual user's security privileges. Requests for elevation of privileges within the system must be submitted to the IT Help Desk at helpdesk@msoe.edu.
- c. Training on the software will be provided periodically by the IT Department.
- d. A formal request must be submitted through the software at <https://rooms.msoe.edu>. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function
- e. If the space requires approval, it will go to the security group in charge of that space.
- f. If a space does not require approval, the room is reserved on a first-come, first-serve basis. If there is any conflict for a space for an event, requests should be submitted directly to the user/organization who has first reserved that space.

V. EXCEPTIONS

None

VI. ASSOCIATED LEGISLATION/REGULATIONS/ACCREDITATION STANDARD

None

VII. LIFECYCLE

Reviewed biennially or as needed.

VIII. APPENDICES

None

This section to be completed by the Records Manager		
Related Policies	Facility Use Agreement	
Date Due for Review	Fall 2024	
Public Location(s)	MSOE Policy Library	
Record Manager	Dr. Melodie Fox, Assistant VP of Curriculum & Knowledge Management	
Version History		
Date approved	Amendment Summary	Date(s) cross locations updated and past version archived
EEC: December 5, 2022	Notification only: removed Todd Wehr Auditorium and Multi-purpose room, updated VP title	
October 25, 2019	Added information for Diercks Hall	November 10, 2022
December 1, 2018	Initial Approval-Combines previous policies	December 3, 2019
No date	Alumni Partnership Center Use	December 3, 2019
No date	Todd Wehr Conference Center and Todd Wehr Auditorium use	December 3, 2019
No date	Grohmann Museum Use	December 3, 2019
Dr. Frank Cannon: December 4, 1990	Utilization of Campus Facilities by Outside Groups	December 3, 2019