

## Room Reservation Guidelines - Fall 2022

### Centrally scheduled classrooms (formerly general use classrooms):

- Rooms must be reserved 7 days prior to your event. **Rule is enforced, no exceptions.**
- If you plan an event with food, you must allow 10 to 14 days (**14 days is preferred**) prior to the event for approval. **Rule is enforced, no exceptions.** Food items requiring less handling (prepackaged items) will be approved more quickly. Other food, such as trays of meat, salads, etc., require a longer time for approval due to the amount of handling/serving. You **must** submit a food prep/serving plan along with your reservation request to include:
  - The menu.
  - Who will prepare the food.
  - How the food will be prepared.
  - Where the food will be prepared.
  - Where the food will be served and by whom.
  - How it will be served.
  - How it will be cleaned up.
  - The time frame within which this will occur.
- View the [food policies](#) prior to submitting a room request. All events serving food must have the food prep/serving plan approved by Ronald Bridges, [ronbrid@k-state.edu](mailto:ronbrid@k-state.edu) (be sure to cc: [rooms@k-state.edu](mailto:rooms@k-state.edu) and [engg-rooms@k-state.edu](mailto:engg-rooms@k-state.edu)).
- No food allowed in renovated centrally scheduled classrooms. You will have to reserve an atrium through [engg-rooms@k-state.edu](mailto:engg-rooms@k-state.edu) if serving food. The food will have to be served/consumed in the atrium.
- The Division of Facilities [Request for Use of University Buildings and Ground](#) is in the form of a Qualtrics survey. You can upload your food prep/serving plan in the survey.
- Questions regarding reserving centrally scheduled classrooms are to be directed to K-State Room Scheduling, [rooms@k-state.edu](mailto:rooms@k-state.edu) or 785-532-1712.

### Engineering-managed classrooms:

- View information on the [engineering-managed classrooms](#).
- A 3- to 5-day notice prior to events is **preferred**. Scheduling staff will do their best to accommodate requests depending on availability of spaces and requestors' needs.
- For events held outside normal business hours, which are 8 a.m. to 5 p.m., both the [facilities Qualtrics survey](#) and the [engineering request form](#) must be completed.
- If serving food, the same requirements apply to engineering-managed spaces as for centrally scheduled classrooms. Please note the rooms where food is **not** allowed:
  - DUF 1107 Fiedler Auditorium seats 156 – **no food allowed**
  - DUE 1109 – Engineering Lecture Hall seats 252 – **no food allowed**
  - DUE 0093\* – classroom seats 64 – **no food allowed**
  - DUE 0096\* – classroom seats 26 – **no food allowed**
  - DUE 0097\* – classroom seats 34 – **no food allowed**
  - DU 1027 – classroom seats 48 – offline fall 2022
  - DU 1032 – classroom seats 14
  - DUR 1064 – classroom seats 20

\*Only available for student organizations/groups if a guest speaker is invited from out of town and the faculty advisor is in attendance the entire time. These rooms now have electronic locks which require a ProxCard to unlock the doors. Engineering Room Scheduling will contact CECS advising of the event, day, time and faculty advisor's name. The information will be added to the faculty advisor's ProxCard. If the faculty advisor does not have a ProxCard, they will be issued one by CECS and the card can be picked up in Seaton 0012 by the faculty advisor.

- The [reservation form](#) to request engineering-managed spaces.
- Any questions may be directed to [engg-rooms@k-state.edu](mailto:engg-rooms@k-state.edu), 785-532-5844.

**NOTE:** If any student organization/group is found to break any policies, especially the food policy, its privileges will be revoked until further notice.