

SCHEDULING POLICIES FOR ROOMS IN MARVIN HALL

1. Studios and Support Spaces are reserved for studio activities.
2. Regularly scheduled classes will be assigned by the School's Scheduling Officer to Classrooms (106, 306 and 308 Marvin Hall) and these classes will have priority over any other activities that might be held in those rooms.
3. Priorities for Open Room Scheduling (the use of a room for an activity that is not a scheduled class) are as follows:
 - A. Administrative/educational activities that have a school-wide impact;
 - B. Teaching activities;
 - C. Meetings or other events for faculty and faculty committees;
 - D. Meetings or other events for student organizations;
 - E. Other uses that do not fall within the categories described above.
4. Open Room Scheduling is handled on a first-come, first-served basis for activities of equal priority.
5. Schedulers must specify the planned activity or event in order to hold the reserved space.
6. Competing requests for the same room or space at the same time should be resolved by the individuals making the requests. If resolution cannot be reached, the Scheduling Officer will make a determination.