

Who schedules events in classrooms

The Office of the Registrar processes requests for general purpose classrooms during the academic year for both day, evening, and weekend hours. Requests are usually confirmed the day they are submitted. However, if you do not receive confirmation within 48 hours, please contact Jeri Squier at (320) 589-6033.

Who can request an event

Any group or individual that is part of a University department or Student Organization registered with the Student Activities Office may request classrooms for event use.

External groups may rent classrooms on a fee basis. Conferencing and Special events coordinates requests for rental of campus rooms and equipment by off-campus groups and individuals. Requests may include weddings, conferences, meetings, dinners, etc. Contact [Karen Ellis](#) at 320-589-6463.

Event Sponsor Responsibility

The sponsoring organization or department is responsible for the information provided. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the classroom to its original configuration. A reservation does not provide event support services such as A/V equipment, catering, extra custodial support or security. The sponsor is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the sponsoring organization to deposit charges and/or restriction of space usage privileges.

Expectations

All users of classrooms are expected to leave the classroom and its equipment in good order. Keeping a classroom in good order includes chairs and tables straightened, electronic equipment shut off, taking away or disposing of everything one came in with, such as pop/food containers, newspapers, etc. Users are also expected to take extra care that no damage is done to classrooms or classroom furniture or equipment and that the room is returned to a class-ready condition.

Facilities Information

The Office of the Registrar does not control usage of hallways and public space other than general-purpose classrooms. Setup of desks, tables, booths, or food service in hallways or public space must be arranged in advance with building's Division Office or Director. Any use of hallways should not restrict the access to the classroom or interfere with any other areas.

Room Equipment and Features

The scheduled use of the room includes seating space and use of any lectern-mounted microphone, accessible projectors or other accessible equipment. Many of the general-purpose classrooms have technology and support equipment permanently installed. Use of the room **does not** include access to locked equipment. Locked equipment can be accessed through Media Services who will provide on-site support. Classroom storage, equipment rooms, and projection booths are **not** included in the reservation and entry into these areas is not authorized. (Students who may have access to the locked equipment for course usage and support are not authorized to access the locked areas for event usage.)

BUILDING AND GENERAL PURPOSE CLASSROOM ROOM HOURS

Note: If your event begins before or after the hours listed below, it is your responsibility to contact Campus Security at 589-6000 to make arrangements to have it opened. The times listed below are accurate only for the academic year. Holidays, breaks, and summer hours, may be different. Please plan ahead!

HUMANITIES

	M-F	Saturday	Sunday
Building Hours	7:30 am – 10:00 pm	8:00 am – 8:00 pm	12:00 pm – 9:00 pm
Room Hours	7:30 am – 10:00 pm	8:00 am – 8:00 pm	12:00 pm – 9:00 pm

HUMANITIES AND FINE ARTS

	M-F	Saturday	Sunday
Building Hours	7:30 am – 11:00 pm	8:00 am – 11:00 pm	10:00 am – 11:00 pm
Room Hours	7:30 am – 11:00 pm	8:00 am – 11:00 pm	10:00 am – 11:00 pm

IMHOLTE HALL

	M-F	Saturday	Sunday
Building Hours	7:00 am – 11:00 pm	7:00 am – 11:00 pm	7:00 am – 11:00 pm
Room Hours	7:00 am – 11:00 pm	locked	locked

SCIENCE BUILDING

	M-F	Saturday	Sunday
Building Hours	7:30 am – 12:00 am	9:00 am – 12:00 am	8:30 am – 12:00 am
Room Hours	7:30 am – 7:30 pm	locked	locked