

Opus College of Engineering Acceptable Use Policy

Updated 5/6/2019

Classrooms, Conference Rooms and Commons Areas

Purpose

The purpose of this policy is to allow for efficient and fair use of and establishes the acceptable use of the OPUS College of Engineering facilities.

Scope

This policy shall govern facilities located in Engineering Hall, Haggerty Hall and Olin Engineering.

Conditions of Use

While the engineering facilities are available for a multitude of functions and users, everyone should be mindful of others using our facilities and be respectful, showing courtesy to visitors and others. Our engineering facilities are places for active engagement and scholarly work. Anyone using our facilities for events involving food or beverages is expected to leave the areas in a clean and orderly manner so that they are ready for the next users. If room furniture is rearranged for an event, the person(s) hosting the event are responsible for restoring furniture to the original configuration and re-connecting any cabling that was disconnected.

General Pool and Restricted Rooms

- General Pool - Some spaces within Olin and Haggerty Halls are in the general pool of rooms available to the entire University and managed by Office of the Registrar. To reserve a space in a general pool room, a request must be made through 25Live.
- Restricted Spaces - All other areas in Olin, Haggerty and all areas of Engineering Hall, are restricted to Engineering and managed by the College of Engineering.

Conference and Seminar Rooms

The conference rooms in Engineering Hall are intended for use by all faculty and staff to hold meetings, seminars, etc. on an occasional basis. They are not intended for scheduled classes. Engineering Hall DL 252, DL 352, DL 354 and Olin Hall EN 204, EN 204A are available for reservations on a first-come, first-serve basis by OCOE Faculty and Staff. These rooms are specifically for faculty and staff business and not student meetings, except when faculty or staff are conducting the meeting with student attendees. Conference and seminar rooms are not to be used for scheduled classes. Only single, non-recurring reservations may be scheduled for DL 154. To reserve conference and seminar rooms, please submit reservation requests through 25Live.

Restricted Classrooms

- Engineering Hall DL 136, DL 221, DL 236, DL 323, DL 423 and Haggerty EN 483, EN 494, EN 499 and EN 499A are scheduled by the Associate Dean of Academic Affairs during the Schedule of Classes building period each semester. Accordingly, engineering classes have priority in restricted classrooms.
- Once the class schedule has been built for the following semester and classes are assigned to classrooms, the restricted classrooms will be available for reservations on a first-come, first-serve basis.

- Recognized engineering student organizations that have registered with the Office of Student Development and College of Engineering are eligible to use classrooms in Engineering Hall subject to the Acceptable Use Policy. Reservations of engineering-restricted classrooms are not to be recurring with an indefinite end date. The organization in question must make a separate reservation for each meeting.
- Acceptable uses by student organizations include organization meetings and events such as guest speakers and other professional events.
- Students including student employees must complete the Classroom Access Agreement form before they may be given MUID card access to classrooms. The form is located at <https://www.mu.edu/coe-access/>

Commons Areas

Engineering Hall is foremost a place dedicated to teaching and research. The commons areas, while attractive for meetings, lunches, and other events, were neither intended nor designed to be used in that manner. Engineering Hall is not staffed to handle such requests, nor is the space conducive to these uses due to the proximity of classrooms and laboratories to the common areas. The use of the common areas for non-college events shall be *strictly* curtailed and *must* be approved through the Office of the Dean.

Common areas are not to be used as classrooms or as instructional-use spaces. Engineering common(s) areas available for reservations include:

- Engineering Hall commons areas (Lower level through fourth floor levels) and the first floor outdoor balcony are reserved through 25Live.
- The Engineering Hall Green Roof and room 216 computer lab are not available for reservations.
- Outdoor spaces including the Engineering Hall South lawn and beneath the Olin overhang are reserved through university events management.
- Olin Hall EN 101 (Madonna room) is reserved through 25Live
- Haggerty Hall Engineering Student Lounge (The Pit) is reserved through 25Live
- Alcoholic beverages shall not be served at events in Engineering Hall unless permission to do so is expressly granted by the Dean's Office

Student Areas

- The Engineering Hall student nodes may not be reserved. All engineering students are free to use the student nodes on a first-come, first-serve basis without reservation.
- The Student Collaboration Suite room DL 250 are available to students on a first-come, first-serve basis. Faculty and staff may not use the room unless invited by a COE student.

Reservation Process

- College of Engineering classroom and conference room information is available to view at www.coetech.marquette.edu/index.php/faculty-staff
- College of Engineering faculty and staff may view schedules and submit reservation requests through 25Live located at <https://25live.collegenet.com/marquette/>
- If faculty or staff are reserving conference rooms for student meetings, the faculty/staff is expected to be in attendance during the meeting. Students do not have MUID card access to conference rooms.

- Student Organizations: Faculty advisors of recognized engineering student organizations may submit requests for room reservations through 25Live. Requests made directly from members of student organizations will not be accepted.
- Students: Reservation requests from students will not be accepted.
- Non-College of Engineering entities: Requests for use by non-College of Engineering persons, departments or organizations will be considered on an individual basis. Requests for reservations should be directed to coe-reserve@marquette.edu.

Right to Restrict Access

- Any abuse or misuse of engineering facilities or violations of federal, state or municipal laws or Marquette University or College of Engineering policies occurring in or in the proximity of Engineering facilities may result in loss of future use and enjoyment of Engineering facilities. The College of Engineering reserves the right to restrict access to and deny requests for reservation of engineering facilities.