A. INTRODUCTION

The purpose of this policy is to set forth the policies and procedures regarding scheduling of classrooms, and other space, on the University of Colorado Denver (CU Denver buildings only) University of Colorado Anschutz Medical Campus, and University of Colorado South Denver location. Furthermore, the policy specifies the processes for requesting and obtaining the allocation of such space for classes or other functions.

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C. POLICY STATEMENT

Technology Support Services (TSS) in conjunction with CU Denver Office of the Registrar (the Registrar), and Scheduling Staff at the CU South Denver location, utilizing EMS Room Scheduling Software, strive to manage classrooms and common spaces with a high degree of efficiency and in keeping with the needs of its educational, research, and community service missions. Allocation of space is based on the criteria and procedures detailed below.

This policy also conforms to the University of Colorado Denver Fiscal Policy for Use of Campus Facilities: http://administration.ucdenver.edu/admin/policies/admin/UsingUCDFacilities.pdf, which includes detailed criteria for use of space, fee-for-service charges, and other requirements for entities that are not part of the University of Colorado.

CU Anschutz Medical Campus strives to manage its classrooms and common spaces with a high degree of efficiency and in keeping with the needs of its educational, research, clinical, and community service missions. Allocation of space is based on the criteria and procedures detailed below.

This policy also conforms to the University of Colorado Denver Fiscal Policy for Use of Campus Facilities, which includes detailed criteria for use of space, fee-for-service charges, and other requirements for entities that are not part of the University of Colorado.

D. RESPONSIBILITIES

Educational Technology Support Services (TESSS), the Registrar’s Office, and CU South Denver are responsible for:

- maintaining accurate schedules for classrooms, outside spaces, shared conference rooms, and shared skills labs;
- responding to requests in a timely manner; and
- maintaining or replacing equipment in the spaces under its scheduling control.

Maintenance and replacement of equipment in conference spaces controlled by a school/department/unit is the responsibility of that department.
Individual schools, colleges, programs and other units are responsible for:

- submitting requests according to posted deadlines;
- notifying TESSS, Registrar, and/or CU South Denver regarding class sizes, specific equipment/support needs, and changes and cancellations.

The University of Colorado Denver Finance Office is responsible for maintaining an accurate inventory of spaces.

The University of Colorado Denver, Office of Institutional Research is responsible for reporting required information for mandated usage reports and other reporting details described in section F.6 of this policy.

All departments who will be scheduling their respective spaces will be required to use the EMS System to schedule their spaces so that all room availability can be viewed on the central scheduling system. The unit responsible for scheduling the shared spaces must keep accurate and up-to-date information on the use of that space on the shared scheduling system.

“Classrooms” will continue to be scheduled on a semester basis. Common conference spaces will be scheduled annually for up to one year. If there is a conflict in scheduling a space and alternative spaces cannot be identified, TSS and the Registrar will be responsible for scheduling a meeting with the respective Department Directors and/or Deans to resolve the issue. The Chancellor or designee are ultimately responsible for all campus spaces. If a reasonable resolution cannot be reached, the decision will be made by the respective Chancellor’s designee.

The Chancellor and the Executive Vice Chancellor Anschutz Medical Campus (hereafter, Executive Vice Chancellor) are ultimately responsible for all campus spaces. If there are any disagreements over the use of space, the Chancellor and the Executive Vice Chancellor are the final authorities for decision-making.

The Chancellors have delegated to the Executive Vice Chancellor for Administration and Finance on the Anschutz Medical Campus and the senior Vice chancellor for Administration and Finance on the Denver Campus the responsibility for reviewing requests to exempt spaces and determine which spaces are approved as exempt.

E. DEFINITIONS

Adjacent and supporting space – ancillary space that lies adjacent to and generally supports the use of larger rooms or special purpose spaces. Examples include foyers, atria, and open floor spaces outside auditoria or other large meeting spaces.

Auditorium – a room designed for presenting information to a large audience or public gathering. These spaces are scheduled at a point annually as determined by TSS
and Registrar’s Office for the subsequent fiscal year. (See policy procedures for scheduling these spaces.)

*Campus* – the academic location of the buildings or classrooms, i.e. CU Buildings on the Auraria Campus or the Anschutz Medical Campus.

*Classroom* – a room designed and reserved primarily for teaching activities for credit bearing courses.

*Common Shared Space* – shared auditoria, lecture halls, conference rooms, and outside spaces scheduled by TSS or the Registrar’s Office. These spaces are easily accessible to multiple users and availability is viewable online by all campus units. TSS also is tasked with ongoing maintenance of AV equipment in these spaces.

*Conference room* – a room intended for a meeting, discussion, presentations, training, etc. on a recurring or one-time basis.

*Departmentally Scheduled Shared Space* – conference rooms or skills labs that are scheduled and maintained by individual departments and are viewable through the centralized room scheduling system.

*Technology Support Services* – the unit designated with shared responsibility for managing the scheduling of all classrooms and other common shared spaces at the Anschutz Medical Campus and in the CU Denver buildings and CU spaces on the Auraria Campus.

*Exempt Spaces* – designates rooms that are primarily intended for the use of a defined set of users and that are not available to others because they are located in areas generally not accessible (controlled by departments) to others or because their purpose would be compromised by scheduling other uses. Examples include conference rooms in restricted areas, uniquely equipped rooms, solution rooms, and rooms accessible only during limited hours. Specific schools, units and departments will retain jurisdiction and scheduling of such space through the use of the EMS Scheduling System.

*External Entity* – is any private or public organization that is not part of the University of Colorado Denver.

**F. POLICY PROCEDURES AND OPERATIONAL DETAILS STATEMENT**

TSS Educational Support Services (ESS) and the Registrar makes every effort to manage space in conformance with this policy statement to efficiently balance the needs of multiple constituents with the limited space available in university-owned buildings on the campus. TSS and the Registrar’s Office staff works closely with requestors to understand requirements, assign appropriate space, and optimize use of campus facilities. It may not be possible to meet all requests, and the following guidelines and procedures are designed to govern conflicting requests along with seeking greatest benefit for the campus as a whole.
1. Principles and Priorities for Scheduling Classes

As a general guideline, intended use of a space will be the first consideration in determining what room gets assigned by ESSTSS and the Registrar. This includes class enrollment size, class schedule (days and times), class types (lectures, labs, distance/interactive), and the unique technology or other characteristics of particular space. Efforts will be made to provide consistency of assigned spaces for ongoing classes whenever possible. Each request will be assigned only one space for a given period of time (no “double booking”, generally one seat per student.)

ESSTSS and the Registrar assignments will be based upon the following:

Classroom spaces on campus will be scheduled with the following priority at the University of Colorado Denver. Initial priority will be given to all credit bearing main campus courses, followed by credit bearing extended studies classes with remaining spaces available to non-credit credit courses. Cash funded extended studies courses are restricted from using on-campus classroom spaces during the fall and spring terms. TSS and the Registrar will establish and post ongoing room request schedules. TSS and the Registrar’s Office will be responsible for the distribution of the calendar for scheduling classroom spaces each semester for their respective campuses. Because educational needs are top priority, and schedules will be based on the three semesters of the academic calendar, TSS and the Registrar’s Office will assign space to all requests that have been submitted by the posted deadlines and any requests submitted after posted deadlines cannot be guaranteed the availability of classroom spaces. Scheduling deadlines for the scheduling of Classrooms and Conference spaces will be clearly defined, and notifications will be sent out via campus announcements (i.e., General announcements, or Academic announcements) to ensure the campus at large is aware of these dates. TSS and the Registrar will identify the exact dates and initiate the announcements in a timely manner.

After courses are roomed for the current semester at the CU Denver Campus, non-academic events will be reviewed and confirmations will be emailed, if the room requested is available. Orientations, such as New Student Orientation, First Year Orientation and Transfer Orientation, have priority over non-academic events. Once orientations have been confirmed, non-academic events can be scheduled.

Consideration of requests from any school, unit, or department for classroom spaces for non-course related events will be addressed once all classrooms have been scheduled for the next semester’s courses. This includes co-sponsored programs by a University Department for outside (external) agencies. This policy recognizes that units on the University of Colorado Denver | Anschutz Medical Campuses and the CU South Location fulfill their missions by engaging with the outside community in specialized ways. (Please see the policy related to use of Campus spaces by External Agencies.) Scheduling of spaces (conference
or classrooms) for use by outside agencies must be done within the State Fiscal policy which requires that all outside agencies have an identified university sponsor. Rental fees for rooms are reviewed by the budget office annually and confirmation of fees can be provided when room requests are submitted for consideration.

available first to all credit courses at CU Anschutz. ESS will establish and post ongoing room request schedules. The calendar for scheduling classroom spaces is distributed via the UC Denver Academic Announcement List each semester for the subsequent semester and is available on the Educational Support Services Webpage. Because educational needs are top priority, schedules will be based on the three semesters of the academic calendar. ESS will assign space to all requests that have been submitted by the posted deadlines and any requests submitted after a deadline may experience complications regarding availability of classroom spaces:

a. 11 weeks prior to the beginning of the subsequent semester, requests for distant classes must be submitted.
b. 10 weeks prior to the beginning of the subsequent semester requests for regular classroom spaces must be submitted are deemed academically viable by the department awarding credit.
c. Once these requests have been received, ESS has two weeks to schedule all of the requests for the next semester and identify all scheduling conflicts.
d. 8 weeks prior to the beginning of the next semester, ESS sends out confirmations for all of the scheduled classes and those requesting classrooms have the opportunity to express any concerns about their reservations. If possible, adjustments will be made to the reservations to resolve any expressed concerns. However, there is no guarantee that requestors will receive confirmations for the exact rooms they have requested.

Once all classrooms have been scheduled for the next semester’s courses, requests from any school or department for classroom spaces will be scheduled on a first-come, first-serve basis. This includes co-sponsored programs by a University Department for outside (external) agencies. This policy recognizes that units on the AMC campus fulfill their missions by engaging with the outside community in specialized ways. (Please see policy 3036, Facilities Use by External Entities)

2. Principles and Priorities for Scheduling Common Shared Spaces

Common shared spaces in the CU Denver buildings on CU Anschutz will be available to all faculty, staff, and students in support of public education, administrative meetings, student functions, receptions, and other programs/lectures, on a first-come-first-serve basis with the exception of non-classroom spaces seating 40 or more at CU Denver and non-classroom spaces seating 100 or more at CU Anschutz (auditoriums, large lecture halls and large conference rooms). All Tower Conference rooms in the Student Commons building on CU Denver are considered common shared spaces.

There are numerous campus-wide programs and recurring programs that must use
these large rooms to accommodate the audience size associated with the programs. The procedure for scheduling these rooms is as follows:

a. All requests for recurring conferences (i.e., symposiums, grand rounds, weekly seminars, etc.) or one time multi-day conferences requiring large rooms for the next fiscal year must be submitted to (via the EMS Web App Online Scheduler – https://schedule.ucdenver.edu/emswebapp/) as dictated by the posted calendar for the respective campus. Events that affect the campus as a whole, will have priority scheduling over those spaces at the same time and day as the year prior. After the priority rooming assignments, these spaces will become available to all of the units across the campus no later than December 1st each year.

b. Technology Educational Support Services and the Registrar’s Office will attempt to schedule all of these events and identify any conflicts for resolution.

c. TSS and the Registrar’s Office will send confirmations for all requests for conferences being held in the next fiscal year will be sent out by December 15th for conferences in held in the next fiscal year.

Priority for Scheduling of Large Common Spaces will be given as follows:

a. Campus wide conferences (i.e., conferences requested by the Chancellor, Executive Vice Chancellor, Provost or Central Administration);

b. Recurring school, college, program or administration conferences or meetings for which the large space is required (i.e., symposiums, weekly seminars, etc., grand rounds, weekly seminars, etc.) in an attempt to provide consistency in locations, on a first-come, first-serve basis;

c. One time multiple-day conferences or meetings, on a first-come, first-serve basis (the Executive Vice Chancellor for Administration and Finance (CU Anschutz) or the Senior Vice Chancellor for Administration and Finance (CU Denver) will arbitrate, if these programs conflict with any recurring conferences in a particular room); and Deans’ Offices will arbitrate if these programs conflict with any recurring conferences in a particular room); and

d. Other conferences requiring large venues will be accommodated on a first-come, first-served basis.

i. If there are conflicting requests from departments within a single school/college, the Dean’s Office in that respective school/college will be consulted to determine which request receives priority.

ii. If there are conflicting requests from multiple schools/colleges, the Dean’s Offices of both schools/colleges will be consulted to resolve the conflict and determine priority.

iii. If there are conflicting requests from multiple units, the Executive Vice Chancellor for Administration and Finance at the Anschutz Medical Campus or the Senior Vice Chancellor for Administration and Finance at the CU Denver Campus will be consulted to resolve the conflict and determine priority. Requests for these rooms received after the
submission deadline will be scheduled on a first-come, first-served basis, if the space is available.

iv. If there are conflicting requests in the Student Commons Tower Rooms, from multiple schools/colleges/units, the Senior Vice Chancellor for Administration and Finance or the Provost will be consulted to resolve the conflict and determine priority.

v. Requests for these rooms received after the submission deadline will be scheduled on a first-come, first-served basis, if the space is available.

vi. The University will adhere to a NO BUMPING policy once rooms are scheduled. Only the Chancellor’s Office, Chancellor Designee or Provost has the right to initiate an actual bump. This would generally only be done in the event of an emergency or for safety reasons. If a space is booked by a party and some other department is wanting to use the space, the requesting party may contact the party already booked, to negotiate a change, but there is no requirement for the party holding the current reservation to change unless they are willing. Even the department who is responsible for scheduling spaces within their own department cannot bump a party from their space once the reservation has been confirmed.

iv. Educational Support Services will maintain our NO BUMPING policy once rooms are scheduled. If a department needs a room that is already scheduled, it may contact the department already scheduled in the room to negotiate a change in the schedule, but no bumping will be allowed except by the Chancellor, Executive Vice Chancellor or Provost.

3. Principles and Priorities for Scheduling Departmentally Scheduled Shared Spaces

Departmentally scheduled shared spaces fall under the local control of a given school, department or other campus unit and are not scheduled by ESS and/or the Registrar. In order to maximize efficient use of campus facilities, these spaces will be viewable in the central scheduling database so that availability and event details are visible to the entire campus. Given that all spaces are viewable, requests can be made, but the designated School, College, unit or department retains control over the approval or denial of space usage.

- a. Each school, department or other unit must designate a maximum of three individuals who will manage the scheduling of departmentally scheduled
space, and such staff will be trained to enter and maintain information in the centralized room management systems.

b. Schools, departments and other units are encouraged to post current scheduling policies and procedures on readily accessible web pages. It will be necessary to identify the individuals who will be responsible for scheduling departmental spaces. This must be limited to no more than three individuals per room as it is necessary to build and maintain scheduling permissions within the software. When the individuals who are scheduling rooms change, it is the responsibility of the department to advise TSS and/or the Registrar’s Office of the change to allow for the permissions to be adjusted.

b.c. No departmentally scheduled spaces viewable on the centralized room management system may impose any “bumping” rights once a reservation is confirmed for that room.

4. General Scheduling Policies

a. ESSTSS and the Registrar’s Office strives to assure requestors of the reliability of scheduling commitments. However, changes may be required should the Chancellor and/or designee the Executive Vice Chancellor have an emergent need, or should equipment failure or other circumstances preclude the use of a given space.

b. ESSTSS and the Registrar’s Office will maintain an online database that provides a detailed inventory of all centrally scheduled spaces on CU Anschutz. Individuals or departments that require space for teaching or other events will search the database and complete an online request form for the space(s) that most closely matches their needs.

c. The central scheduling management database shows all equipment and other features of each assignable space. Rooms come equipped only with what is shown in this database, and the requestor is responsible for acquiring any other hardware or making arrangements for any other special requirements. In addition to the scheduling of rooms, the scheduling system will provide the means to schedule resources for events (housekeeping, setups, AV support, access, etc.).

d. Room swapping: Occasionally a department/division may be willing to move an event to another room to accommodate the urgent need of another requestor. ESSTSS and the Registrar’s Office does not directly broker such changes but will supply contact information to facilitate negotiations between the two entities. Should a change be agreed upon, both parties must inform ESSTSS and the Registrar of the details so that scheduling changes can be visible online to the campus.

e. Special areas: There are number of areas on the campus (i.e. atriums.
lobbies, etc. Student Community Bridge, atriums, lobbies, etc.) that be may be used for events, but because these are major pedestrian avenues during the day, requestors must be aware that it is not possible to prevent people from passing through these areas and it is required for fire and safety purposes, that adequate passage space is maintained.

f. Identified outdoor spaces can be scheduled like any physical room via the online scheduling management system.

g. The rooms scheduling system will be fully integrated with the CUSIS for University reporting purposes to the Colorado Commission on Higher Education and the Regents.

h. Access to the Anschutz Building and/or CU Buildings, Conference Spaces, Classrooms, and other spaces will be determined by the Executive Vice Chancellor of Finance and Administration for the Anschutz Medical Campus and the Senior Vice Chancellor for Administration and Finance on the Denver Campus, or their designees, with input from the School, Unit, College or Department, and Campus security personnel.

5. Responsibilities for Use of Spaces

a. Access to buildings: The person/department requesting a room is responsible for arrangements to access buildings before or after normal operating hours. If an event occurs during non-business hours, the person/department hosting the event will need to arrange access for participants, which may be done by contacting Campus Police in advance. The requestor is responsible for any charges related to access or special security requirements.

b. Restricted areas: If a room has been reserved in a restricted area, the requestor must make arrangements with the respective Building Administrator prior to the event so that access arrangements are in place.

c. The requestor is responsible for returning a room to the furniture layout shown on the diagram posted inside the door. For a fee, the requestor may arrange, through the EMS Scheduling System, for Facilities Operations to set up furniture and provide additional trash receptacles for an event. They can also be contracted to return the space to its original layout immediately following the event.

d. Parking: The requestor is responsible for contacting Parking and Transportation in advance of any event to ensure necessary parking arrangements have been made.

e. Food: Food and drinks (all beverages must have lids) may be taken into any
room (except when posted otherwise, i.e. computer or wet lab spaces) laboratories) and outdoor spaces. The requestor is responsible for disposal of all paper products, left-over food, etc. into the appropriate trash receptacles immediately after the event concludes. The requestor must arrange for the campus contractor for cleaning services to remove trash and will be responsible for any charges incurred. -Arrangements: The requestor can be made using the online event management webpage:
http://www.ucdenver.edu/about/departments/FacilitiesManagement/events/Pages/events_home.aspx or can be requested via the EMS Scheduler webapp -https://schedule.ucdenver.edu/emswebapp/ The requestor must arrange to have someone in the room to accept delivery of food and other provisions. Delivery and cleanup cannot conflict with other pre-scheduled use of the space. The requestor must arrange to have someone in the room to accept delivery of food and other provisions. Delivery and cleanup cannot conflict with other pre-scheduled use of the space.

a. Caterers: Any department/school/unit contracting with a caterer for an event is responsible to ensure that the caterer operates within the guidelines of the department of Health and Safety. A link to the guidelines will be posted on the scheduling system. Additionally, it is required that an official function form be completed and approved prior to any event at which alcohol will be served. A link to the Alcohol Policy will also be posted on the scheduling system. All heating units must have someone in attendance while the unit is in operation, including but not limited to: coffee pots, microwave ovens, popcorn poppers, standard ovens, space heaters, hot plates, and laboratory heating units. Requestors may contact the Fire and Life Safety Officer by telephone at 303-724-0293, and the full policy is available at:

http://www.ucdenver.edu/about/departments/FacilitiesManagement/FireLifeSafety/Pages/FireLifeSafetyPolicies.aspx If a caterer is employed, the requestor must arrange for the caterer to reclaim coffee pots, serving trays, etc., immediately following the event. ESS is not responsible for ensuring the storage or return of caterer materials. If catering materials are not retrieved immediately following the event, they may be disposed and the department is responsible for any costs related to loss of these materials. If a caterer provides hot food/drinks, this must be done in conformance with the campus policy on attended heating appliances. The most common causes of unwanted fire alarms on campus involve heating units that are not attended. Consequently, all heating units must have someone in attendance while the unit is in operation, including but not limited to: coffee pots, microwave ovens, popcorn poppers, standard ovens, space heaters, hot plates, and laboratory heating units. Requestors may contact the Fire and Life Safety Officer by telephone at 303-724-0293, and the full policy is available at:
6. **Reporting on Space Utilization**

ESSTSS, the Registrar, the University of Colorado Denver Planning Office and Office of Institutional Research will report on appropriate data as called for by the Colorado Commission on Higher Education, the CU System, or others.

7. **Policy Review and Revision**

This policy will be reviewed and modified (as necessary) during the summer of each fiscal year.

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**Notes**

1. Dates of official enactment and amendments:

   November 7, 2007: Adopted by Chancellor
   July 1, 2012: Revised
   July 1, 2019: Amended

2. History:

   September 6, 2018: Modified to reflect a 2018 Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
   Article links, format, and University branding updated by the Provost’s Office.
   July 1, 2019: CU Denver and CU Anschutz policy combined into this policy and also includes CU South Denver Location

3. Initial Policy Effective Date: November 7, 2007

4. Cross References/Appendix:

   - CAP 3036 Facilities Use by External Entities