



Campus Administrative Policy

Policy Title: Scheduling Classrooms and Other Spaces

Policy Number: 5002 Functional Area: Information Technology

Effective: September 1, 2019
Date Last Amended/Reviewed: August 29, 2019
Date Scheduled for Review: July 1, 2026
Supersedes: Scheduling Classrooms and Other Spaces AMC (July 1, 2012); Scheduling Classrooms and Other Space Denver (July 1, 2012)

Approved by: Donald M. Elliman, Jr.
 Chancellor, University of Colorado Anschutz Medical Campus
 Dorothy A. Horrell
 Chancellor, University of Colorado Denver

Prepared by: Technology Support Services
Reviewing Office: Executive Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Anschutz Medical Campus
 Senior Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Denver

Responsible Officer: Executive Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Anschutz Medical Campus
 Senior Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Denver

Applies to: CU Anschutz
 CU Denver
 CU South Denver Location

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 Campus (CU Denver buildings only) University of Colorado Anschutz Medical Campus, and University of Colorado South Denver Location. Furthermore, the policy specifies the process for requesting and obtaining the allocation of such space for classes or other functions.

B. TABLE OF CONTENTS

A. Introduction..... 1
B. Table of Contents..... 2
C. Policy Statement 2
D. Responsibilities..... 2
E. Definitions 3
F. Policy Procedures and Operational Details 4
 1. Principles and Priorities for Scheduling Classes 4
 2. Principles and Priorities for Scheduling Common Shared Spaces 5
 3. Principles and Priorities for Scheduling Departmentally Scheduled Shared
 Spaces 7
 4. General Scheduling Policies..... 7
 5. Responsibilities for Use of Spaces 9
 6. Reporting on Space Utilization 10
 7. Policy Review and Revision..... 10

C. POLICY STATEMENT

Technology Support Services (TSS) in conjunction with CU Denver Campus 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 CU Denver Campus and CU Anschutz Medical Campus (“the university”) [Extended Studies Guidelines for Use of Campus Facilities](#)

D. RESPONSIBILITIES

Technology Support Services (TSS), 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 TSS, Registrar, and/or CU South Denver regarding class sizes, specific equipment/support needs, and changes and cancellations.

The university Finance Office is responsible for maintaining an accurate inventory of spaces.

The university 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.

“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 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 CU Anschutz Medical Campus and in the CU Denver campus 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 | Anschutz Medical Campus.

F. POLICY PROCEDURES AND OPERATIONAL DETAILS

TSS and the Registrar make 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 work 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 TSS 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.)

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

Classroom spaces on campus will be scheduled with the following priority at the university. 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. 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 the subsequent 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 and the CU South Denver 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.

2. Principles and Priorities for Scheduling Common Shared Spaces

Common shared spaces in the CU Denver Campus buildings 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 Campus and non-classroom spaces seating 100 or more at CU Anschutz Medical Campus. *All Tower Conference rooms in the Student Commons building on CU Denver Campus 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. The calendar is posted on the Registrar and EMS Schedule website and the deadline changes yearly. 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.
- b. Technology 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.

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

- a. Campus wide conferences (i.e., conferences requested by the Chancellor, Provost, Executive Vice Chancellor for Administration and Finance, or the Senior Vice Chancellor for Administration and Finance.);
- b. Recurring school, college, program or administration conferences or meetings for which the large space is required (i.e., symposiums, 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 Medical Campus) or the Senior Vice Chancellor for Administration and Finance (CU Denver Campus) 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.
 - 1) 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.
 - 2) 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.
 - 3) 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.
 - 4) 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.

- 5) Requests for these rooms received after the submission deadline will be scheduled on a first-come, first-served basis, if the space is available.
- 6) 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.

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 TSS 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.
- c. ***No department scheduling 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. TSS and the Registrar's Office strive to assure requestors of the reliability of

scheduling commitments. However, changes may be required should the Chancellor and/or designee have an emergent need or should equipment failure or other circumstances preclude the use of a given space.

- b. TSS and the Registrar's Office will maintain an online database that provides a detailed inventory of all centrally scheduled spaces. 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. TSS and the Registrar's Office do 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 TSS 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.) 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) 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 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
- f. 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>

6. Reporting on Space Utilization

TSS, 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.

Notes

1. Dates of official enactment and amendments:

November 7, 2007: Adopted by Chancellor

July 1, 2012: Revised

September 6, 2018: Modified

September 1, 2019: Revised/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 statements organized around the several operational divisions of the university. Article links, format, and University branding updated by the Provost's Office.

September 1, 2019: The scope of this policy continues to evolve to now include South Denver Location. Those South Denver facilities are being added to the EMS scheduling system. Although the scope has expanded from Anschutz, to CU Denver, and now to CU South Denver Location, the actual content of the policies has changed little going back to 2012.

3. Initial Policy Effective Date: November 7, 2007

4. Cross References/Appendix:

- [CAP 3036 Facilities Use by External Entities](#)
- [Extended Studies Guidelines](#)
- [University of Colorado Denver South Location Addendum \(attached\)](#)

ADDENDUM: University of Colorado South Denver Location

Note: Changes to this addendum must be approved by the Vice Chancellor for Enterprise Development and the Executive and Senior Vice Chancellors for CU Denver and CU Anschutz.

Responsible Officer: Vice Chancellor for Enterprise Development
Applies to: University of Colorado South Denver Location

A. INTRODUCTION

The University of Colorado South Denver (CU South Denver) addendum identifies guidelines exclusive to its location due to the auxiliary operations available to the public. The revenue generating auxiliary operations consist of meetings and events sales and operations, the theater, and the museum, which operates 362 days annually. Additional guidelines relating to CU South Denver facilities use can be in the CU South Denver Facilities Use Policy.

B. RESPONSIBILITIES

1. Principles and Priorities for Scheduling Classes

All classrooms are designated as *Departmentally Scheduled Shared Space* defined in Section E. Definitions. CU South Denver rooms will be visible in EMS, but will require making contact with the Meetings and Events Sales team at 303-314-9434 or southdenverevents@ucdenver.edu for confirmation.

CU South Denver provides *Departmentally Scheduled Shared Space* for all University of Colorado Campuses and for its own non-credit programs. The University of Colorado Denver and University of Colorado Anschutz Medical Campus receive first priority in offering for-credit programs and operate under a separate agreement with CU South Denver. Scheduling deadlines identified in *Section F.1. Principles and priorities for Scheduling Classes* apply to CU South Denver if scheduling for-credit programs. All University of Colorado South Denver non-credit programs to be offered at CU South Denver will receive next priority.

After all academic courses have been reserved (credit-bearing first, followed by non-credit bearing), non-academic rental requests will be reviewed and confirmed. This requires the completion of a use of space contract. Rooms generally used for University of Colorado classes at specific times will not be reserved for external entities until all classes are scheduled for the respective semester and no further than 60 days out.

2. Scheduling Large Common Spaces

CU South Denver large common spaces are treated as meeting and event space and are available on a first-come, first-serve basis, but have rental fees associated with the space. These spaces include the Great Hall & Atrium, Art Gallery, Solarium, Mezzanine, Globeology, Veranda, Courtyard and Theater. University of Colorado entities will receive a discounted rate for reserving these spaces (See current CU discount summary).

3. Caterers

Any University of Colorado entity wanting food and beverage will be required to use CU South Denver catering services. All University of Colorado entities must follow policies as outlined in the official function form including if there will be alcohol at the function. CU South Denver will require the sponsoring department to sign a contract in the form of a Banquet Event Order (BEO), which formalizes that the sponsoring department is responsible for all charges and not CU South Denver.

4. General Scheduling Policies

CU South Denver strives to ensure reliability of scheduling commitments to parties requesting space. However, changes may be required should the Chancellor and/or designee have an emergent need, should equipment fail, or should some other circumstances preclude the use of a given space at the requested time.

Access to the CU South Denver will be determined by the Vice Chancellor for Enterprise Development or their designee with input from the school, unit, college or department.

CU South Denver rental rates are determined by current market conditions and approved by the Vice Chancellor of Enterprise Development.