Indiana University East
Campus Facility Reservation Policy
For University personnel
Effective July 1, 2004

This policy outlines the room reservation procedure for IU East employees. Since many rooms on the campus are multi-functional, the reservation procedure is based on the **purpose of the activity**.

Note that instructional programs have the priority to all campus facilities. Your reservation may be modified if there is a need for the facility by the instructional programs.

(1) **Classes** - To reserve a classroom or computer lab for instructional programs, contact the Office of Student Records at extension 270. If you need technology assistance, contact IT Help Desk at extension 375.

(2) **Meetings** - To reserve a conference room for department or committee meetings, follow the procedure listed below. There are nine conference rooms on the campus. Among them, seven are listed in the Microsoft Outlook global address book and can be reserved directly through Outlook. If you don't know how to reserve a room through Outlook, feel free to contact the Teaching and Learning Center at extension 561 for a brief tutorial. Reservation of two other conference rooms can be made by contacting the Office of the Chancellor at extension 461.

Conference Room	Reservation Contact
Whitewater Hall 200C	Outlook EA-WZ200C
Distinguished Alumni Room	Outlook EA-WZ120-DAR
Community Room	Chancellor's Office
Administrative Conference Room	Chancellor's Office
Hayes Hall 225	Outlook EA-HY225
Hayes Hall Faculty Lounge	Outlook EA-HY240
Springwood Hall 103F	Outlook EA-RW103F
Springwood Hall 204B	Outlook EA-RW204B
Middlefork Hall 338	Outlook EA-ML338

In addition, Campus Life and SI conference rooms are primarily for student use but can also be reserved through campus life and tutorial services, respectively.

(3) **Events and Others** - To reserve a room, lobby, or campus ground for internal/public event or for any other activities that are not covered in (1) and (2), fill out the IU East Facilities and Support Request Form and submit it to IU East Welcome Center (eawelcc@indiana.edu, extension 200). The Welcome Center will work with you to make all necessary facility and support arrangements. Note that for weekend events, a service fee may be charged.

Questions about this policy shall be directed to the Office of the Vice Chancellor for Information Technology.