

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Room Reservation Policy

**TIU POLICY #:** P-601

**STATUS:** Approved, March 2015

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### **I. PURPOSE:**

To specify policy for room reservation process in order to:

- Use resources for the most productive purpose in light of Trinity International University's (University) mission;
- Use resources in a manner that is consistent with their intended purpose;
- Ensure that resources are well maintained for their best and longest use;
- Increase the efficiency and effectiveness of the room reservation process.

### **II. SCOPE:**

This policy applies to all individuals who are seeking to reserve a room on the University's campus.

### **III. POLICY:**

#### **A. Protocols for Reserving Rooms**

1. All full-time employees may reserve rooms on campus. In general, rooms are reserved on a first-come/first-served basis.
2. All designated rooms are to be used for official University purposes only and are reserved through the event management system.
3. If the requested room is reserved and a conflict requires displacement, it will be the responsibility of those displacing the original reservation to work with Event Services and Reservations (ESR) in order to find a suitable alternative and notify the original party.
4. Students requiring the use of space must work through Student Life or the applicable University department for all reservations.
5. In the event of an emergency, all University spaces may be appropriated to the Command Center without reservation.
6. The Office of ESR will collaborate with appropriate campus personnel to ensure adherence to the four purposes above.

## **B. Designated Rooms**

The University has several types of rooms. Each category below specifies the applicable rooms and the main purpose of rooms within that category.

### **1. Athletic Facilities**

- a. Rooms included: Van Dixhorn Arena and Athletic Fields.
- b. Room purposes: Other than some academic courses scheduled by the Registrar, designated athletic facilities will be used primarily for practices, games, and tournaments by the University athletic teams. Additionally, athletic facilities may be reserved for official University purposes, such as convocation, commencement, special University events, and co-curricular activities. Once the facilities are scheduled for official games, practices, and tournaments, athletic facilities may be reserved based on availability and purpose.

### **2. Large Venues**

- a. Rooms included: ATO Chapel, Hinkson Hall, Lantern Lounge, Melton Hall, Waybright common areas.
- b. Room purposes: Large venues are primarily used for University recruiting and/or advancement functions, as well as conferences and events (internal and external).

### **3. Conference Rooms**

- a. Rooms included: Aldeen, Carlson Hall, Lee, Lee Fireside, Lew – Information Technology, Lew – University Student Success Center, Meyer Sports Complex, Rodine, Waybright - Lower Level, and Waybright – Quint.
- b. Room purposes: Conference rooms are primarily used for University academic, conferences and events (internal and external), and other University business functions (Monday through Friday, 6:00 a.m. - 6:00 p.m.).

### **4. Classrooms**

- a. Rooms included: ATO, Gunderson, Johnson Hall, Lew, McLennan, Meyer Sports Complex, Aldeen, Carlson Hall and Rodine.
- b. Room purposes: Classrooms are primarily used for academic, conferences and events (internal and external), and other University business functions (Monday through Friday, 6:00 a.m. - 6:00 p.m.).

### **5. Venues Requiring Special Approval**

- a. Nyberg Executive Conference Room: Reserved primarily for functions held by the University Leadership Team.
- b. Heritage Room: Reserved primarily for functions held by the President's Office, Advancement, Admissions, and Event Services.
- c. Lantern Lounge: Reserved primarily for functions held by the University.
- d. Melton Hall: Reserved primarily for functions held by the University.

- e. Lee Fireside: Reserved primarily for functions held by the University.
- f. Rockford Room: Reserved primarily for functions held by the President's Office, Advancement, Event Services and other University functions.
- g. TEDS Dean's Conference Room: Reserved primarily by the TEDS Dean's Office.
- h. TC/TGS Dean's Conference Room: Reserved primarily by the TC/TGS Dean's Office.
- i. University Student Success Center (USSC) Study Rooms: Reserved primarily for the USSC Office.

## **6. Residential Housing**

- a. Residential Dorms: During the academic year, dorms are reserved for student housing. During the summer, the dorms are reserved through Event Services.
- b. Short-Term Housing: Reserved through the Graduate Housing Office.