



# Century College Policy

## 8.13.0.2 Procedure for Scheduling a Room for Purposes other than Classes

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### 8.13.0.2 Procedure for Scheduling a Room for Purposes other than Classes

1. Send an email to **roomrequests@century.edu** with your request for space. The request must include your name, name of the meeting and description (if applicable), date, start and end time, number of people expected, and any expectations (ex: tables and chairs, overhead projector, etc.) you may have for a room. Please remember to include setup and take down time if applicable. You may also browse for available space and make your reservation request directly using the Event Management System. The system can be found in MyCentury, under Resources and Tools.
2. Room reservations are required for all college areas. A response to your request will be sent to you via email within one working day.
3. If you believe that the room assigned to you does not meet your needs, you may request a change. If a more appropriate room is available, a new assignment will be made.
4. If you have special room needs such as tables for food service, additional chairs, AV, special lighting, etc. you must fill out a Facilities Use Request form clearly listing those special needs.
5. Send the completed Facilities Use Request form, via email, to **roomrequests@century.edu**. No paper copies will be accepted. Please allow a minimum of 2 weeks notice so departments can be requested and staff may be assigned to the request.

**References:** None

**Date Proposed:**

**Date Approved:** 10/12/2006, 05/03/2018

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