

## Room Scheduling Request Policy

- The Department will set up User Groups with the ability to edit the room schedules. The User Groups will consist of the Moderator (Web Services Manager), Student Services (Student Affairs Manager and Student Affairs Officer) and Administrative (MSO and Front Desk Manager). These three Groups will be able to add, delete and modify all room reservations.
- The Moderator will receive all requests for room scheduling from staff, faculty and graduate students and make all room reservations per department room scheduling policy. Please check the department policy regarding room scheduling priorities on the room calendars page.
- All requests should be submitted to [frontdesk@psych.ucsb.edu](mailto:frontdesk@psych.ucsb.edu)
- The Moderator will make all the classroom and departmental meetings and seminar room reservations (priority 1-3) first. Then room reservations will be made on a first come, first serve basis.
- Room reservations (after department priorities have been scheduled) are on a first come, first serve basis as the Moderator receives them.
- Room reservation requests must include all pertinent information including the day, time, length of meeting/class, etc. If the request is being made for a repeating event (i.e. seminar) then the email must include the start and end dates of the event (for example 4/10/16 through 6/9/16. **Do not say** “for entire quarter, please indicate dates for start and end date). Any requests with unclear information will be returned to the requester.
- Once a room reservation has been made, the Moderator will email a confirmation to the requesting party letting them know their room is reserved. If the reservation is not available, the Moderator will send an email letting the requesting party know they need to find another day/time.
- Faculty or Graduate Students who want to make or change room reservations can email the Moderator. The Moderator will need to receive an email from both parties to change a room reservation.
- Undergraduates cannot make room reservations; requests must be made by a faculty member or graduate student. Undergraduate room requests will be returned to the undergraduate and must be resubmitted by a faculty member or graduate student.
- Any request that needs to be re-submitted (e.g., because of unclear or incomplete information) will enter the queue with the date and time of the (final) re-submission, not the date and time of the original request.
- Staff can make room reservations by contacting the Moderator or one of the other User Groups.
- The room reservation calendar will show the time of the event, the name of the event and the name of the user who scheduled the event for each event listed.
- The room schedules will be accessible to the entire campus so other departments can see what lectures and colloquia we are offering.
- There will be a link on the main page to “Psychology Department Controlled Rooms Scheduling”.