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Revision Responsibility: Registrar  
Responsible Executive Office: Senior Vice President and Dean of the College  
Committee Approval: Academic Council

**Purpose:**

To detail the room reservation procedures at Millsaps College.

**Policy:**

*Academic Reservations*

Room reservations for academic courses are processed by the Office of Records.

Academic course room reservations take precedence over other reservations. The Office of Records makes every effort to ensure faculty are able to acquire the rooms they request; however, due to room conflicts, it is not always possible. When the Registrar sends out the request for department schedules, it is suggested faculty/department chairs fill out both columns for room reservation including first choice of room and second choice of room. If those two choices of rooms are not available, the Registrar uses the following order of sequence to assign a room for a course:

1. Departmental investments
2. Technology/resource needs (to include lab equipment)
3. Seating capacity

Out of respect for the Office of Event Scheduling, no room changes for academic classes may be made after the Monday of the second week of class (except under extraordinary circumstances). This enables the Office of Event Scheduling to begin solidifying room reservations for events.

When requesting a room for a class in the library, the faculty member should ensure both the library and Office of Records are aware of the room reservation. When requesting a room for a class in Murrah Hall room 200, the faculty member should ensure both the Else School and Office of Records are aware of the room reservation.

*Event Reservations*

The Office of Event Scheduling is responsible for the scheduling of all spaces on campus for non-academic requests, both from external and internal groups; it also oversees all summer camps and conferences. The Library is responsible for scheduling any room in the library (Lab, Millsaps, and Engel) that is available for classes. The Else School of Management is responsible for scheduling Murrah Hall, room 200. The following rooms must have permission to be used.

- Murrah 200
- The Library
- Recital Hall
- Chapel
- Christian Center Auditorium
- Athletic Facilities
- Lindsey Suite
- Fortenberry Suite
- Lewis Art Gallery
- Murrah 102
- Murrah Mock Trial room
- Presidential Conference Room
- Sanders Conference Room
- Observatory
- Computer labs