

MEETING SPACES

Scheduling for campus classrooms, meeting rooms and other spaces can be requested by faculty and staff through the University's on-line scheduling system. The system can be accessed through the "Campus Calendar" on Elon's Web Site. Faculty and staff are encouraged to look under "spaces" to find a location that is not already reserved and then click on "my requests" to complete information for the desired event. This software also records and submits requests for catering, media services and physical plant needs related to the event.

At the present time, students are permitted to view but not request spaces using the campus software system. Students representing student organizations may have a scheduler or faculty/staff member request spaces for a routine meeting. Student organizations' requests for programs must be approved by the Office of Student Activities before space can be confirmed.

Students who are not representing student organizations and who want to reserve space will need to work through a faculty/staff member who will enter the request and take responsibility for any damage resulting from the meeting.

Faculty needing to make alterations to tentative or confirmed event requests, or who need to cancel events should contact the scheduler for the space. A list of schedulers can be found on-line under the Campus Directory (on the Elon Web page).

Emergency requests (made with less than 24-hours' notice) may need to be made via telephone with the space scheduler.