

2001 Sheridan – Shared Meeting Room/Zoom Room Reservation and Usage Guidance

Scheduling

- Shared meeting rooms (i.e., those not assigned to a department and/or unit) and Zoom Rooms are available to faculty and staff building occupants.
 - Room reservations are required for use of shared meeting rooms and Zoom rooms.
 - Rooms may be scheduled by a department representative, for a block of up to 2 hours via 25Live.
 - Reservations will be approved pending review.
 - Once a request has been approved, an email will be sent as confirmation.
 - Group use takes precedence over individual use in shared meeting rooms.
- Unreserved shared meeting rooms/Zoom rooms are available on a first come, first serve basis to faculty/staff building occupants.
- If a group/individual fails to show up within fifteen minutes of the reservation, use of the room is forfeited.
- Shared meeting rooms should not be used for reoccurring classes - please contact the Registrar's office for classroom requests.

Furniture/Equipment Use

- Any furniture and/or equipment should not be removed and/or disconnected from these rooms.
 - The furniture or room setup should be returned to its original placement.
- Please keep the rooms clean.
 - Remove markings from markerboards.
 - Dispose of trash and recyclables.

Room Usage

- All shared meeting rooms/Zoom rooms within 2001 Sheridan are considered community spaces. No department or program will be able to restrict access to these spaces.
- See [Request and Utilization Policies](#), incorporated herein by reference, regarding room use expectations, noise prohibitions, food and beverage in rooms, adjacent spaces, temperature control, furniture/room damages, and event sponsor responsibility.