

# SPACE RESERVATION PROCESS AND GUIDELINES



## SHARED SPACES AT UCF DOWNTOWN

UCF Downtown provides access to shared spaces for university students, staff, faculty, alumni and the campus community. The room reservation process is intended to be fast and easy. The campus is designed to support users who bring their own device and spaces are equipped to be compatible with any mobile device.

UCF Downtown follows the university's [semester schedule](#) and its holidays. Some restrictions may apply during specific times of the semester.

### Overview of Scheduling Spaces

- › There are four types of spaces available at UCF Downtown with three different ways to schedule: same day, collaborative and central scheduling.
  - » Same day scheduling applies to group study and meeting rooms.
  - » Collaborative scheduling allows for same day or advanced scheduling using Microsoft Outlook.
  - » Central scheduling is for classrooms and special events and require advanced scheduling through an online form.
- › All requests are processed in the order they are received, on a non-recurring basis.
- › For general room reservation assistance, contact [dtscheduling@ucf.edu](mailto:dtscheduling@ucf.edu).

### Room Guidelines

- › Rooms must be left in the same condition or better than they were upon entering.
- › When reserving a room, please account for any necessary set-up and clean-up time, if applicable. This will allow the next group to start their meeting without delay.
- › Excessive noise or disruptive behavior may result in forfeiting the rights to reserve space at UCF Downtown.

### Audio-Visual Assistance

If you have any issues connecting to the AV technology, please call the IT Help Desk at (407) 823-5117. An on-site technician will be able to assist.

### Parking

A UCF parking permit is required to park in UCF Downtown lots and garages. Hourly metered parking is also available on-street around the campus. Please visit [ucf.edu/downtown](http://ucf.edu/downtown) for more details about parking at UCF Downtown. If you have a special event, contact Parking Services at (407) 235-3650.

# SPACES

## Same Day Scheduling

These rooms are available for same-day scheduling using a touch panel outside of each room.

### *Group Study Rooms*

*Pg. 4*

Small- and medium-sized for primary use by students. Advance reservations can only be made within 24-hours of the requested time slot.

## Collaborative Scheduling

These rooms are available for same-day or advanced scheduling by a designated department representative using Microsoft Outlook.

### *Meeting Rooms*

*Pg. 5*

Small to large-sized rooms for faculty and staff use only. Reservations can be made the same day or up to four months in advance. All rooms are equipped with A/V; some variations may apply.

## Central Scheduling

The following rooms must be scheduled in advance through this special request form:

<https://ucfdt.wufoo.com/forms/space-reservation-special-request-form/>

### *Classrooms*

*Pg. 6-8*

Small-, medium- and large-sized active learning style classrooms available for student, faculty and staff use. Reservations are available one month prior to the start of the academic semester through an online form.

### *Specialty Meeting Spaces*

*Pg. 9*

Large-sized rooms and open spaces available for student, faculty and staff use. Rooms can be reserved for small-scale events and require advance reservation through an online form. Occupancy varies depending on room set up.



## MEETING ROOMS

These rooms are available for same-day or advanced scheduling by a designated department representative using Microsoft Outlook.

- › Requests are processed in the order they are received, on a non-recurring basis, via calendar appointment through Microsoft Outlook (ex: DPAC-157@ucf.edu).\*\*
- › To cancel a request, simply decline the calendar appointment directly from your calendar, or touch "end meeting" using the touch panel outside of the room. If unable to cancel directly, please email [dtscheduling@ucf.edu](mailto:dtscheduling@ucf.edu).

*\*\*Sta , faculty and students within downtown campus departments will receive reservation priority.*



# CLASSROOMS

# CLASSROOMS

# CLASSROOMS





SPECIALTY MEETING SPACES



