

# Room Reservations

The Carlson School of Management and the Office of Classroom Management offers a variety of rooms available for reserving. Breakout rooms and Carlson classrooms are preferred spaces. Make sure to pay close attention to the reservation requirements for the boardroom.

## *Policies Governing Use of Carlson School Rooms*

### **All activities must be sponsored or co-sponsored by the University.**

It is a core value of the Carlson School Community to hold members of our community and our physical environment in high regard. Persons reserving Carlson School rooms are responsible for supervising the use of rooms and assume liability for special custodial services, special equipment, damage to rooms and equipment, and loss of equipment.

Persons using Carlson School rooms are responsible for promptly removing furniture and equipment brought in for their use and arranging the room for the next class (desks/chairs in rows facing the front of the room). If the group using the room neglects to reset the room or remove equipment or supplies brought in for their use there may be an additional service fee charged to their budget number.

Any additional furniture or equipment not provided in the rooms must be provided by the user. Under no circumstances is furniture to be removed from adjacent rooms without specific permission.

Amplified music/sound equipment is not allowed in the atrium or classrooms without prior approval from the Dean's Office. Most spaces are surrounded by areas dedicated to studying or working (breakout rooms, labs and offices) and music/amplified sound is distracting to many students, faculty and staff who expect a quiet area to study and work.

Food can only be set up in Carlson-controlled, departmental spaces. No food can be brought from off campus without a Food Permit approved by [Environmental Health and Safety](#) (612-626-3904). **Users** are responsible for assuring that:

- A table is provided for any catering items; they are not set up on the desks or computer console.
- Catering refuse is disposed of in proper trash/recycling containers. Standard quad containers in the rooms are typically not sufficient for events' refuse. Delivery and removal of additional trash containers should be requested by submitting a [Custodial Request Form](#).
- Catering equipment/supplies are to be promptly removed from the room, and spills wiped from all surfaces, by the end of the event.
- Carpet spills are to be reported **immediately** to a FM custodian (612-624-2900) or Carlson Building Services manager (612-624-3842 or 612-626-9378).

If you have plans to serve alcohol at your event, you must submit an Application to Service Alcoholic Beverages at an On-Campus Event (Form UM 23) to the Office of Risk Management (call 612-624-5884; fax 612-625-7384). The [form](#) is available at the [University Forms Library](#) (type in "alcohol"). Be sure to read the instructions to determine if additional insurance is required.

It should be noted that alcohol at events for Undergraduate students is rarely, if ever, approved. Further, the Undergraduate Program does not endorse the serving of alcohol at Undergraduate events.

Classrooms are locked unless they have been reserved through the Office of Classroom Management or Carlson School. The Security Monitor is authorized to ask that the room be vacated if it has not been reserved. The Security Monitors are not responsible for reserving the Carlson School rooms.

Carlson-controlled spaces are not on scheduled on Sundays unless the event is sponsored by the Carlson School with a representative onsite.

### **Resources for your group:**

1. Event Planning Resources <http://www.csom.umn.edu/Page4984.aspx>
2. Technical Assistance (Help Desk), 612-625-5550
3. Copies on Campus (lower level CSOM), 612-624-6588
  - a. Summer Hours **M-F** 8:00 A.M. - 4:30 P.M.
  - b. Academic School Year Hours **M-Th** 8:00 A.M. - 5:30 P.M. & **F** 8:00 A.M. - 4:30 P.M.
4. University Catering, 612-624-7173
5. Parking, 612-626-7275
6. Facilities Management (heat, air), 612-624-2900 or 612-625-0011
7. *Security Monitor* (after 5 pm in atrium on the first level), 612-624-WALK (624-9255)

### **Breakout Rooms Reservations**

Breakout rooms are available for Carlson School faculty and registered Carlson students at no cost. Faculty has priority through the first two weeks of classes. Break rooms are given priority to Carlson School faculty members reserving a breakout room associated with a course, study groups organized by at least three Carlson students, and instructors utilizing the rooms for make-up exams. Students are limited to five breakout room-hours per week. Rooms are available from 7am-11pm except for the first floor which can be reserved after 11pm. Breakout rooms will hold a capacity of 8 people with the exception of Carlson rooms 1-138 and 2-230 holding 12.

To reserve a breakout room, go to <http://www.carlsonschool.umn.edu/Page8444.aspx>.

To cancel a breakout room reservation visit <http://www.carlsonschool.umn.edu/Page8455.aspx> and click on the "cancellations" link. Please note that reservations may be cancelled no later than 24 hours prior to start time.

### **Reserving 3<sup>rd</sup> and 4<sup>th</sup> Floor Conference Rooms**

Carlson School **faculty and staff** can reserve the conference rooms on the third and fourth floor of the Carlson School. If students wish to schedule this space they must do so with their faculty or staff advisor.

### **Reserving Classrooms on Campus (Including Carlson Classrooms)**

All students and faculty can reserve classrooms on campus through the office of classroom management. For more room options students should go to [www.classroom.umn.edu](http://www.classroom.umn.edu) or [www.onestop.umn.edu/Maps/studyareas.html](http://www.onestop.umn.edu/Maps/studyareas.html). Before reserving a room, we recommend you check room availability and have your student organization number ready to make the reservation.

### Checking Room Availability

1. Go to [www.classroom.umn.edu/](http://www.classroom.umn.edu/)
2. Click on the hyperlink "Classroom Schedule Viewer" on the left side of the margin
3. Select the building and day you wish to reserve. A schedule will come up that shows the rooms and times available

### Reserving a Room

Use the **Event Scheduling Space Reservation Request Form** at <http://wvprd.ocm.umn.edu/gpcwv> or call 612-625-6030, weekdays between 8 am-4:30 pm. We recommend you use the electronic event request form instead of the telephone.

All Carlson School classrooms are equipped with computers, LCD projectors, projection screens & VCR's. Seminar rooms do not have A/V equipment. The room set-up or **type** is "tiered" with attached desks unless indicated as "flat."

### Confirmation and Cancellation:

Once a reservation confirmation has been issued, the cancellation policy goes into effect:

- Cancellations made 45-31 days of the date reserved will be charged 50% of total rental fee.
- Cancellations made 30-0 days of the date reserved will be charged 100% of total rental fee.

### Classrooms available for reservations with OCM:

Room	Type	Capacity
CSOM 1-113	Seminar Room	20 Flat
CSOM 1-122	Seminar Room	20 Flat
CSOM 1-123	Classroom	72
CSOM 1-127	Classroom	39
CSOM 1-132	Classroom	48
CSOM 1-135	Classroom	48
CSOM 1-136	Classroom	34
CSOM 1-142	Classroom	48
CSOM 1-143	Classroom	48
CSOM 1-147	Classroom	82
CSOM 1-149	Classroom	48 Flat
CSOM 2-213	Classroom	67
CSOM 2-215	Classroom	70
CSOM 2-219	Classroom	39
CSOM 2-224	Classroom	48
CSOM 2-227	Classroom	48
CSOM 2-228	Classroom	34
CSOM 2-233	Classroom	48
CSOM L-110	Honeywell Hall	175
CSOM L-118	Classroom	46
CSOM L-122	Classroom	48
CSOM L-126	Classroom	48
CSOM L-114	Classroom	63

Room	Type	Capacity
HMH 1-102	Classroom	120
HMH 1-103	Classroom	70
HMH 1-104	Classroom	120
HMH 1-105	Classroom	70
HMH 1-106	Classroom	120
HMH 1-107	Classroom	70
HMH 1-108	Classroom	120
HMH 1-109	Classroom	70
HMH 1-111	Classroom	120

### Carlson-Controlled Classrooms with a Rental-Fee (Reservations made outside of OCM):

Room	Type	Capacity
2-206	Flat	70
2-207	Tiered	46
1-114	Flat	45
1-115	3M Auditorium	250
Atrium	First Floor	300 banquet/ 700 Reception
HH180AB	Flat	60

**Do not place a reservation request for Carlson-Controlled Classrooms with a rental-fee at the OCM website.** Use the Room Reservation websites below. You will be prompted for your X-500 and password:

*Carlson School Depts. Use:* <https://www.carlsonschool.umn.edu/index.aspx?id=8190>

*Other U of M Depts. Use:* <http://www.carlsonschool.umn.edu/Page8437.aspx>

You must **submit your student organization number** for these classrooms. An email response to your request will be sent **within 2 business days**. If you do not receive a response, please send an inquiry to: [csrcmschd@umn.edu](mailto:csrcmschd@umn.edu) or call 612-626-9378 for more information.

If you need access to a **locked classroom** that has been reserved by you, contact Facilities Mgmt. at 612-624-2900 M-F 7:00 AM to 4:30 PM or call a Building Manager at 612-624-3842, 612-626-9378, or 612-624-5567. **You must have your room confirmation with you.** After hours and on weekends consult the security monitor at the Information Kiosk Desk or call 624-WALK. The security monitor is not responsible for reserving classrooms.

### Additional Meeting Space

For more room options go to [www.classroom.umn.edu](http://www.classroom.umn.edu) & [www.onestop.umn.edu/Maps/studyareas.html](http://www.onestop.umn.edu/Maps/studyareas.html)

Additional space is available in the Carlson School of Management and the Hubert H. Humphrey Center.

The following dining areas can be reserved by calling University Dining Services at (612) 624-7173. The dining areas listed below are for meetings and events **catered by** [University Dining Services](#):

- The **Carlson Private Dining Room (PDR)** in the lower level of the Carlson School (capacity 140 seated).
- The **Bistro West Cafe** in the lower level of the Hubert Humphrey Center (capacity 90 seated).
- The **Humphrey Private Dining Room 7B** in the lower level of the Hubert Humphrey Center (capacity 45 seated).

The outdoor **Courtyard** area in the lower level of the Carlson School can be reserved by visiting [www.outdoor.umn.edu](http://www.outdoor.umn.edu).

Humphrey Institute Conference Center classrooms, Cowles auditorium and atrium may be reserved by contacting Margaret Oltmans at [oltmans@umn.edu](mailto:oltmans@umn.edu) or calling 612-625-1806.

To reserve a table in the lower Carlson School atrium contact Kathi Margo at [csrmschd@umn.edu](mailto:csrmschd@umn.edu) .  
Tables are reserved on a first-come, first-serve basis.

For more information regarding policies for Carlson School classrooms and spaces, visit <http://www.carlsonschool.umn.edu/Page8554.aspx>.