

RESERVATIONS FOR ACADEMIC SPACES PROCEDURES

A. Reserved through the Registrar's Office:

1. Reservations can be submitted via the Registrar's homepage, [Registrar's Homepage-Event Reservation Form](#).
 - a. Reservations cannot be made over the phone. However, for questions and concerns, please contact the scheduling supervisor at the Office of the Registrar (423-439-4744).
2. The Registrar's Office requires a 48-hour notice for all event requests.
3. The Registrar's Office **ONLY** reserves academic spaces. We do not reserve events in the D.P. Culp Center.
4. The Registrar's Office does not schedule any computer labs on campus.
5. Events are able to be scheduled Monday-Sunday 8:00am-10:00pm.
 - a. If an event is scheduled until 10:00pm, the individual or group should leave the room promptly at 10pm.
6. Our office is not responsible for opening/unlocking rooms.
 - a. If your event occurs on the weekend, it is your responsibility to contact Public Safety ahead of time to make sure the building/room is unlocked. Public Safety contact information, [Public Safety](#).
7. Please make sure to bring a copy of your reservation confirmation to the event.
8. Our office is not responsible for reserving special items for rooms.
 - a. Any additional technical equipment must be reserved through ATS, [ATS Equipment Checkout](#).
 - b. Any additional furniture must be reserved through Facilities, [Facilities Work Order form](#).
9. It is the reserving parties' responsibility to leave the room in the same condition it was found (furniture placed in its original state, trash picked up, etc.)
 - a. Any damages incurred while using the academic facilities will result in a fine, replacement or cost of damaged items/repairs, and possible suspension from using Registrar scheduled facilities in the future.
10. All student organizations and individuals who make an event request must have a Staff/Faculty representative listed on the reservation form.

EVENT REQUEST INSTRUCTIONS

A. Reservation of Campus Facilities:

1. For reservations of **ACADEMIC FACILITIES** (i.e. classrooms or auditoriums for all campus-related events and event is for an ETSU affiliated individual or organization) please complete the online room reservation that can be located on the Registrar's homepage ([Registrar's Homepage-Event Reservation Form](#)). For questions or concerns, please contact the scheduling supervisor at the Office of the Registrar at 423-439-4744.
2. For reservations of **NON-ETSU AFFILIATED INDIVIDUALS OR ORGANIZATIONS**, please contact Facility Reservations in the D.P. Culp University Center Office at 423-439-4342.
3. For reservations of meeting or dining facilities in the D.P. Culp University Center for all individuals or organizations, please contact: Facility Reservations-D.P. Culp University Center, phone number 423-439-4342.
4. For reservations of Memorial Center (Mini-Dome), Memorial Hall (Brooks Gym), Outdoor Facilities, or any other campus facilities not mentioned above, please contact: Conference Services-D.P. Culp University Center Office, phone number 423-439-7103.
5. For all groups requesting facilities for Summer Camps and Conferences to be conducted on campus, please contact: Conference Office-D.P. Culp University Center, phone number 423-439-7103.
6. For reservations of departmental computer labs, please visit this link, [Department Labs](#).