

Space Usage Guideline

Updated for FY26

Scope:

This guideline documents the permitted usage and scheduling procedures for College of Pharmacy (COP) classroom and conference room space. The guideline also explains the procedures for how college events are coordinated. Office spaces, bathrooms and mechanical rooms are not covered by this guideline. The student lounge and breakroom on the first floor of Parks Hall are common spaces and therefore not reservable. The guideline covers who is allowed to use COP space, procedures for requesting space, permitted uses, and usage rules. All COP faculty and staff will follow this guideline for classroom and conference room spaces.

Guidelines:

College of Pharmacy classes have scheduling priority and will bump other scheduled uses when necessary. If no class is scheduled, you must request a space reservation to secure usage of it.

Covered Spaces:

- Classrooms: Parks Hall - 103, 107, 111, 157, 200, 250, 257, 544; Riffe Building - 112/118, New Classrooms (#s TBD)
- Conference Rooms: Parks Hall – 212; Riffe Building – 142, 416, 516, 616
- Group Meeting Rooms – Riffe (#s TBD)

Authorized Users:

- COP Faculty & Staff – All COP faculty and staff are authorized to reserve and use the Covered Spaces as long as the appropriate procedures are followed.
- COP Students – COP students are not permitted to reserve the Covered Spaces but are authorized to use them as drop-in space when available.
- Student Organizations – Student orgs are authorized to reserve the Covered Spaces by working directly with the College Registrar.
- Graduate Students – Graduate students are authorized to reserve Covered Spaces by working with the College Registrar.
- Non-COP Users – Generally, non-COP users (including non-COP faculty, staff, and students) are not permitted to reserve or use COP Covered Spaces. However, some exceptions can be made on a case-by-case basis. Permission must be provided in writing by the Dean or Chief Administrative Officer prior to any event planning or reservation request.

Permitted Uses:

- Any COP business meeting (division, unit, lab, committee, etc.)
- Student drop-in and study space
- Events and Gatherings – There are additional parameters for hosting an event or gathering. Please see the section on Events for more information.

Business Hours Usage Rules:

- No exterior doors are to be propped open under any circumstances.
- Furniture must be returned to the original (primary) layout.
- No alcohol use.
- The group using the space is responsible for any damage.
- The group using the space is responsible for cleaning up after use and in some circumstances will be required to pay for housekeeping service after use.

Non-Business Hours Usage Rules:

In addition to the Business Hours Usage Rules, these additional rules must be followed during evening and weekend events.

- A college-affiliated faculty or staff member must always be present. It is the responsibility of the group making the reservation to provide the name and contact information of this person.
- Building doors remained locked from 7 p.m. – 7 a.m.
- Entry is only allowed for individuals participating in the meeting/event.
- No one under the age of 18 is permitted without a parent or guardian.
- Meetings/events must end by 9 p.m. to allow for housekeeping to prepare the space for the following day.

Scheduling Procedures – Classroom Spaces

1. No scheduling of these spaces is required if the intent is for drop-in purposes. However, any scheduled event will take priority.
2. Room requests should be submitted using the online [room request form](#) on the college website.
 - a. Normally, requests should be submitted no later than two business days prior to the requested reservation date.
 - b. Same-day reservation requests can be emailed directly to the College Registrar.
3. Confirmation (or rejection) will be sent by the College Registrar to the requestor via email.

Scheduling Procedures – Conference Rooms

1. All conference rooms are available to use by faculty and staff.
2. Use Outlook to see what conference room is available.
3. If available, the requestor sends a calendar invite using the conference room as an attendee.
 - a. +COP PK 212 Conf Room
 - b. +COP RF 142 Conf Room
 - c. +COP RF 416 Conf Room
 - d. +COP RF 516 Conf Room
 - e. +COP RF 616 Conf Room
4. Conference room schedule will accept or deny automatically based on availability.

Events and Gatherings:

Events and Gatherings refer to college-led activities that will include a larger number of participants but are not college meetings (faculty & staff meetings, division meetings, etc.). Participants may include college faculty and staff, students, alumni, external stakeholders, and/or other university personnel. These activities can be conducted within college facilities (including classrooms), in another university space, within the greater Columbus community, or at a specific location outside of Columbus. Events and gatherings require a significant amount of communication and coordination to ensure that all appropriate parties have knowledge of the event and have the opportunity to provide input. This includes the Dean's Suite, the College Business Office, Marketing and Communications, Advancement, College Registrar, and Facilities Manager. Examples of events and gatherings include (but are not limited to): White Coat ceremony, Alumni Tailgate, all-college beginning and end-of-year celebrations, college holiday brunch, awards banquets, and graduation events.

Scheduling Procedures – Events and Gatherings

1. The event organizer will be the one responsible for coordinating and communicating the event.
2. Event Organizer should submit the Event Request as soon as the event is known but preferably at least 3 months prior to the event.
 - a. If this is a new event, the organizer should submit the request immediately.
3. Event organizer completes the [Event Management Form](#).
 - a. Submit 1 form for each event. Do not batch events together on the same form.
 - b. Complete all relevant information on the organizer, event title, date and time.
 - c. Event Location – If event is being held in Parks Hall or the Riffe building, please include the building name and room number. If the event is being held outside of COP space, please include the name of the location (i.e. Grand Event Center), complete address, and room number if applicable.
 - d. Event Category – Select the most appropriate category descriptor for the event.
 - e. Select all audience types that apply.
 - f. Answer the remaining questions as appropriate.
4. Submit the form once you have completed all the information.
5. The form will route to the Dean's Executive Assistant and be available to view by the events team.
6. This form does not reserve the space requested if in Parks Hall or Riffe. The event organizer must still complete the online [room request form](#).
 - a. Confirmation will be sent by the College Registrar to the requestor via email.
7. This form does not submit request for services from Marketing and Communications or IT. The Event Organizer is expected to request those services separately.
 - a. Request Mar/Com services [here](#).
 - b. Request IT services [here](#).
8. Once the Event Management Form and room request (if applicable) have been completed, the event organizer can complete any additional task for the event.
 - a. Workday requisitions for space and/or catering.
 - b. Contracting
 - c. Communications and/or outreach (i.e. Save the Date)