

Space Scheduling Policy

The AS&E Office of the Registrar, in Medford, coordinates the academic and co-curricular space scheduling functions of “Space and Resource Reservation System spaces” on the Tufts University Medford campus.

Space and Resource Reservation System spaces are defined as those spaces scheduled through the Tufts Space and Resource Reservation System and requested via the online webviewer form; a list of these spaces can be found [online](#); contact information for schedulers of spaces not reserved via the Space and Resource Reservation System can also be found [online](#). The Space and Resource Reservation System is an installation of the Event Management System, a commercial scheduling application purchased from Dean Evans and Associates.

Scheduling priority is given to academic classes. Academic spaces are then available for reservation by faculty, staff, and TCU recognized student organizations to support and enhance academic instruction and the co-curricular missions of those departments and organizations.

Procedure

- Faculty, staff, and recognized TCU organization representatives can log into the Space and Resource Reservation System using their Tufts [username](#).
- Requests for Space and Resource Reservation System spaces are submitted online using the [Space and Resource Reservation System](#).
- A receipt is sent via email, indicating that the request for space has been received and will be processed within two (2) business days.
- An email is sent if the request cannot be processed immediately, or if the requested space is not available; the email may include a scheduling timeline for when the request may be processed, instructions for updating the space request online, or if additional approvals are required to process the request.
 - If no communications is received within two (2) business days, please contact the scheduler for information.
- Once the request is confirmed, a confirmation email is sent, detailing specific instructions and guidelines for using the space scheduled.

Scheduling Priority and Responsibility of the Requestor

- Academic classes receive scheduling priority, followed by major university events; all other requests will be processed in the order in which they are received.
- “Home Court Advantage” is given to departments for academic scheduling (i.e., academic departments will receive scheduling priority in the building in which they reside).
- Requests for academic space will not be confirmed until after the first week of classes to accommodate necessary classroom changes. Any request submitted before this time will be placed in a “pending” status until it can be confirmed.
- Student Organizations may reserve space on a semester basis, starting on the first day of classes through the last day of classes of the semester. Student Organizations space reservations are not permitted during reading days, final exam periods, or the summer months. Few exceptions will be made and will be addressed by the Office for Campus Life.

- Many spaces have unique policies and procedures for use; details can be viewed under the space profile on the Space and Resource Reservation System. These details are also provided in the space confirmation.
 - It is the responsibility of the requestor to adhere to these policies and procedures; failure to do so may result in a fee for damages or loss of space reservation privileges.
- Groups using university facilities must comply with university policies and regulations and with all federal and Massachusetts laws. Information regarding these applicable policies and regulations are available on the Student Affairs [website](#). Additional information can be requested from the Office for Campus Life by emailing ocl@tufts.edu.

Event Registration

- Event Registration is a meeting held each Friday at 10am in Campus Center Room 203 to offer students, and occasionally departments, an opportunity to have any and all IDR's completed and signed by represented service providers for an upcoming event. Attendance at an Event Registration meeting is by invitation only; groups must attend an Event Registration meeting at least two (2) weeks prior to the event date.
- Event Registration is based on the requested space location. An invitation to attend a meeting will be sent if Brown & Brew, Dewick, Hotung Café, the Residential Quad, the Academic Quad, Tisch Roof, Tisch Patio, Campus Center upper patio, or the Campus Center lower patio is requested. Additionally, student organizations requesting Remis Sculpture Court, Sophia Gordon Multipurpose room, the Crane Room, the Terrace Room, and space for events requiring multiple campus locations, or an event with an invitation extended to non-Tufts students or groups will be invited.
- The Operations Coordinator in the Office for Campus Life is the scheduling contact for Event Registration. When a request meeting the Event Registration criteria is received, it is routed to the event registration scheduler.
- Space is tentatively scheduled into an "Event Registration" status, and an email is sent to the requestor, detailing instructions to plan for the event registration meeting as well as specific instructions regarding the space that is tentatively scheduled.
- An invitation to attend an event registration meeting is sent via email to the requestor approximately three to four weeks prior to an event.
- Once approved by the event registration committee, a confirmation email is sent to the requestor confirming space for the event; only at this time is space confirmed.

Service Providers

- **Facilities Services**, for a fee, offers custodial services and equipment rental if additional set up and/or clean-up are needed for an event. An IDR must be submitted to the Facilities Services Department at least two (2) weeks in advance; requests are subject to the availability of personnel and equipment.
- **Tufts Catering** offers a variety of options for food services; their [Event Planning Guide](#) offers additional information, menus, and ordering timelines/deadlines.
- **AV Services** offers additional equipment for rental (e.g. PA system, lighting, etc.). A completed IDR must be submitted to AV Services no later than ten (10) business days prior to the event. Additional information can be found on the [AV Services website](#).
- **TUPD**: A police detail may be required at events with an anticipated attendance of 150 or more, at any function open to non-Tufts students, or at any function where alcohol will be served. A completed IDR must be submitted to TUPD no later than one (1) week prior to the event. A TUPD detail is at the discretion of TUPD; TUPD reserves the right to dictate the number of officers required for an event.