Guidelines for Chemistry Room Bookings

Classification of users
Regular users are able to make reservations up to 14 days in advance. They are also able to change or cancel their own reservations, but not the reservations of others. Users wishing to make a reservation more than 14 days in advance may contact a superuser in the Chemistry Main Office and provide a sound academic reason for the reservation. Examples include scheduled seminars, yearly reports, and thesis defences, but not their practice presentations.

Administrators (superusers) are not limited by the 14-day policy, and they also have the ability to change or cancel the reservations of others, if there is a justifiable reason to do so. Individuals designated as superusers are Darlene McDonald, Diana Ali, Evan Branidis, and Felix Lee (for system management).

Use of CHB 115
The primary use for this room is the teaching of scheduled undergraduate courses, graduate course offerings and departmental seminars. Accordingly, if the room is required at a specific time for a scheduled undergraduate or graduate course and a regular user has already made a reservation for an unrelated event, the reservation may have to be cancelled by a superuser. In this event the superuser will contact the affected individual via email.

Large research groups requiring access to this room for regularly scheduled group meetings can make reservations through the superuser after undergraduate and graduate course offerings have been scheduled at the beginning of each term.

Test and exams can be scheduled in advance, as required, through a superuser.

Use of MSA 3204
The primary use for this room is for academic exercises. Examples include graduate course offerings, divisional meetings, yearly reports, and thesis defences.

When it is necessary to conduct courses in this room, such use will take precedence over all other uses and the affiliated reservations will be made by a superuser.

Use of CHB 127, and MSA 0204
These rooms, each of which has a capacity of about 10 individuals, are designated as general use rooms. These can be reserved up to 14 days in advance. Regularly scheduled group meetings can be scheduled through a superuser.

Data Projector
The data projector can also be reserved using the on-line reservation process. Currently, there is only one data projector available for ChB 127. Those using the projector after 4:30 pm must return it by 8:30 am the following workday morning. All others are asked to return it immediately following their scheduled event.