



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

USE AND RESERVATION OF SPACE IN JOHNSON AND ATG

Members of the ESS community are welcome to make room reservation requests for classroom and meeting space in Johnson Hall and ATG 154 through the ESS front office. Management of these spaces are split between the Department of Earth and Space Sciences and Classroom Technology and Events (CTE). ESS community members are welcome to use ESS-controlled spaces free of charge for appropriate events. CTE spaces in Johnson Hall may require a budget number for reservation depending on the location or event type and requests must be made directly to CTE (see below).

- **ESS** rooms must be requested 2 weeks in advance
- **CTE** rooms must be requested 30 days in advance
- If you would like to reserve a **CTE** room in Johnson Hall, Mary Gates Hall, Nanoengineering Hall, or Kane Hall, please use the **CTE** website directly:
<http://www.cte.uw.edu/Inquiry>

A list of available classrooms and spaces in Johnson Hall and ATG can be found here:
https://www.ess.washington.edu/intranet/files/classrooms_descriptions.pdf

To request an ESS-controlled room in Johnson or ATG, please use the online room reservation system, found here:
<https://reserve.ess.washington.edu/rooms/>

Please note:

Any event for which there will be alcohol service requires an Alcohol Service Request (ASR) as well as a state-issued permit. The event organizer is responsible for attaining this approval and permit. A Use of University Facilities (UUF) approval will be included as a part of this process. More information can be found here: <https://depts.washington.edu/sprogram/alcohol-service/>

Some events will still require a Use of University Facilities (UUF) approval even if alcohol is not being served (i.e. outdoor events, or events to which non-university personnel are invited). The event organizer is responsible for attaining this approval. More information can be found here: <https://depts.washington.edu/sprogram/uuf-info/>

Additional information for ESS-controlled rooms:

ESS manages 9 classrooms in Johnson Hall and 1 classroom in Atmospheric Sciences Geophysics Building. As UW continues to grow, space has become a premium and our classrooms are seeing more use than ever. Here are the broad guidelines determining priority for the scheduling of classrooms; once the schedule is posted the priority changes to first come, first serve with the exception of rescheduled/newly scheduled courses which always maintain first priority and can bump any other events.

1. Courses
2. Recurring Course Events (i.e. reserving a room for weekly TA meetings)
3. Other Recurring Events (i.e. weekly research group meetings)
4. Single Day Course Events (i.e. reserving a computer lab for a special lab)

5. Other Single Day Events (i.e. reserving a room for an exam)
6. Everything Else

****The Chair and Chair's staff have priority for scheduling events in the Chair's Conference Room in 070K. Other reservations may be bumped if needed.**

Additional information for CTE-controlled rooms:

For more information about requesting CTE-controlled rooms, please visit:

<https://www.cte.uw.edu/wordpress/>

Non-Departmental use of Johnson Hall classrooms and meeting space:

ESS-controlled spaces are not generally available for use by non-ESS affiliated groups or courses without a sponsor or prior Chair approval. This does not apply to joint-listed courses with ESS; these are considered ESS-affiliated.

Single Day Events

Single day events require either an ESS sponsor or prior Chair approval. The ESS sponsor is responsible for scheduling the room reservation, facilitating access if the event is after hours, and ensuring the room is put back together and secured after the event is over. Some past examples of these kind of events include STEM workshops, FYP registration labs, and Undergraduate Research Symposium presentations.

Multiple Day Events or Recurring Events

Events spanning multiple days or that are recurring require prior Chair approval. Some past examples of these kind of events include week long research workshops and an external geology group's conference using our labs for research presentations.

Notes Regarding Computer Labs

ESS CompHelp (comphelp@ess.washington.edu) should be made aware of any outside use of the computer labs. This is to assist with access, ensure the computer lab use is appropriate (some software is limited to course usage only, our labs are exclusively Windows machines, etc.), and let outside groups know if certain programs or capabilities are available. Please note that we do not typically install software for outside groups and they will not be permitted to do so themselves as our computers use a standard classroom image. Additionally we do not allow food or uncovered beverages in our computer labs.

FAQs

- If an outside group wants to schedule two separate single day events:
Five single day events in a week is clearly a multiple day event, but two over a quarter wouldn't necessarily be. Multi-day events are scheduled with the Chair's approval.
- If an outside group wants to schedule multiple rooms for a single day event:
One or two rooms may be scheduled without the Chair's explicit approval, more than 2 rooms must have the Chair's approval for scheduling.
- If a previously scheduled room is now needed for a university course:
Courses always have first priority on a room. If possible the reservation should be rescheduled to a similar room. The requesting group will be alerted as soon as possible so that alternate arrangements can be made.