

Updated July 7, 2014

Guidelines on Policy of Groups Outside the Tseng College Facilities

Any request to use any of our Classrooms and meeting areas from someone outside the College has to go through the Dean's Office. In general, if the room is available, we would be inclined to approve use for compatible University meetings (meetings of faculty or boards or administrative groups that do not involve anything extraordinary, such as band playing, large food set-ups, etc.). We would not be inclined to approve the use of the space for student groups, outside of campus groups, and other incompatible functions.

We do not have many rooms and the ones we do have are either situated in the midst of a work group area or adjacent to other meeting or classrooms, so they are not appropriate for any meeting or event that would involve a lot of activity, larger group discussions or presentations involving amplified sound or media, etc. They are mostly appropriate for the use of normal administrative or faculty meetings of a more modest size.