

# Monterey Institute of International Studies

*An affiliate of Middlebury College*

## Venue Reservation Policy

In an effort to clarify how all venues at the Monterey Institute are scheduled, the following policy is now in effect. This includes all classrooms, computer labs, the Irvine Auditorium, the McCone Boardroom, the McCone Atrium areas, the Holland Center, and the Samson Student Center.

1. The **President's Office** will schedule the following, via e-mail requests to [room.reserve@miis.edu](mailto:room.reserve@miis.edu).
  - All requests for the McCone Boardroom.
  - Requests for Kade computer labs and the Pacific lab. Use of these labs is limited due to class and student usage, and does not include support services. Off-hour usage of these labs may require an additional support contract.
  - All requests for the Samson Student Center (*including the Dining Room, Reading Room, Media Room, and Patio*). Due to increased heavy usage of the Samson Center, it is very rarely shut down for special events and is only done so at the discretion of the President's Office. The President's Office must be informed of any events planned at the Samson Center. At times, small portions of the Samson Center may be reserved for small events.
    - All requests for the Samson Center are reviewed on a case-by-case basis.
    - First priority for the Samson Center is providing space for all students. Consideration is given to the number of students displaced by any special event vs. the number involved in the event.
    - Consideration is also given to the time of year and the day requested. The Samson Center is more available for special events when classes are not in session.
    - Campus-wide events are generally ones approved for usage of the Samson Center (Commencement reception, etc.).
    - Media Room Reservation Guidelines are as follows:
      1. The Media Center's primary function is to provide access to foreign language media for students, staff, faculty, alums, and guests of the school for academic purposes.
      2. The Media Center is open for use Monday through Sunday 8am to 2am.
      3. The Media Center is available on a first-come, first-served, reservation basis and should be reserved through the Room Reserve procedure described below
      4. At any given time, if there is no reservation for the room, the room is available on a first-come, first-served basis.
      5. If the room is reserved, but is not being used after the first 15 minutes of the reservation, the reservation will be void and the room will revert to a first-come, first-served basis.
      6. If there are any violations, comments, or concerns regarding the use of the Media Center or this policy, please contact the President's office.
  - All requests for the Holland Center.
  - Requests for venues from organizations **internal** to MIIS. This includes student organization meetings, class seminars, student organization presentations, etc. – basically any room use not related to regular classes.
  - All requests for venues from organizations **external** to MIIS. This includes requests from external organizations that are being made by a member of the MIIS community.

There is a fee for the use of Monterey Institute venues by external organizations, as well as for Media Services support. To have the fee waived for an external organization, there must be a clear partnership with a Monterey Institute organization and clear applicability to our mission. All fee waivers are determined by the President's Office on a case-by-case basis. A waiver for the venue use does not necessarily mean that the Media Services fees will be waived.

For room reservations handled by the President's Office, the following guidelines apply:

- All requests must be e-mailed to the [room.reserve@miis.edu](mailto:room.reserve@miis.edu) e-mail address. This will allow for accurate tracking and documentation of room requests.
- For your convenience, you can view the R25 Webviewer system to see what rooms might be available in advance of requesting them. To access the R25 Webviewer, go to <http://buck.middlebury.edu/wv3miis>. You can view the data in day, week, or month format per building by clicking the appropriate button on the right-hand side.
- Requests should be received a minimum of 48 hours in advance. Most requests will be responded to within 2 working days.
- **Requests must include: date, start time, end time, # of participants, subject, and point of contact.**
- Requests for rooms will be handled on a first-come, first-served basis.
- Please designate one point of contact for your room, campus services, and media services requests.
- The point of contact should make any media services arrangements directly with the Media Services Department as soon as possible after reserving the room.
- All student club events must be approved by Ashley Arrocha in Student Affairs before the reservation is made.

2. The **Records Office** will schedule:

- All classes
- All class changes
- All workshops

Classes have priority over any other use of venues. Requests can be e-mailed to the [records@miis.edu](mailto:records@miis.edu) e-mail address.

3. The **Coordinator of Public Services at the Library** will schedule:

- Requests for Fletcher-Jones training lab and other library space. Use of this lab is limited due to career service training seminars, and does not include support services.

Reservations for the Fletcher-Jones lab are currently handled by **Ann Flower**.

4. The **GSTI Dean's Assistant** will schedule:

- Requests for the three GSTI Simul labs in Casa Fuente and the IIRC Building. These include Simul Lab 1 (CF456A), Simul Lab 2 (CF456B), Simul Lab 3 (IIRC Court Lab), and the IIRC Classroom. GSTI will also make reservations for the MML.
- All T&I study groups, which will normally be scheduled in the Simulabs 1, 2, and 3, the IIRC Classroom, and the MML.

Reservations for these rooms are currently handled by **Karen Weiss**. Please contact her directly at x4170 or by e-mail to reserve these rooms.