Student Guide to Reserving Space in Farrell Hall

NOTE: Faculty & Staff representatives reserving space on behalf of students need to refer to the Event Planning Guide.

**STEP 1: Identify the purpose and objective of your meeting/event/program**

- Large group study session for more than 10
- Large work session for more than 10
- Part of the degree experience for all students in your program/class year
- Program specific student engagement councils

**Program Specific**

**STEP 2: Connect with the proper School of Business resource as it aligns with your purpose and objective:**

- Undergraduate program: Dru Simpson
- MSA program: Mary Knapp
- MA program: Kaitlyn Cooper
- WS EVE MBA program: Pat Peacock
- CLT MBA programs: Matt Ganderson
- MSBA program: John White

**Contact your Program Representative**

- Amanda Horton

**School of Business Registered Student Club/Organization**

**Contact ISS Center of Excellence**

**School of Business Affiliated Undergrad Student Club/Organization**

**Contact Assigned School of Business Faculty Advisor Administrative Support**

**Non-School of Business Club/Organization**

- Any club or organization not recognized through School of Business or undergraduate club without a business focused mission

**Log into DeaconSpace to reserve space in other campus facilities:**

- Designate club/org using group name
- Contact Benson University Center for assistance

**Individual or Small Group**

- Small group study session for less than 10
- Presentation practice
- Individual studying
- Small group work for less than 10
- Personal Use

Space **cannot** be reserved for these types of usage. Consider using one of the following common spaces:

- Open Areas in Farrell Hall: Founders Living Room, 2nd & 3rd Floor Commons, Outdoor Space
- Information Commons
- Farrell Hall Study Rooms
- Other On-Campus Locations: ZSR Library, Benson University Center, Starbucks, Hearn Plaza (the Quad)

Updated 9/14/16