

# **SMPH - WARF Room Reservation Guidelines**

Last Update - March 29, 2024

## **Wisconsin Alumni Research Foundation (WARF)**

The Wisconsin Alumni Research Foundation (WARF) is a site for a variety of University of Wisconsin School of Medicine and Public Health (SMPH) research activities as well as departmental staff, faculty, and student instruction, meeting, and collaborating.

SMPH departments are given priority in scheduling the meeting rooms on their floor before general access is available to other departments.

Rooms available for reservations are managed by the SMPH Room Reservations staff via the online enterprise management system (EMS) using the following guidelines.

WARF online Room Reservations templates are granted permission to receive by the departmental contacts on the floors where the meeting rooms are located. See the floor administrator for questions or concerns.

### **I. WARF Reservable Space**

1. Classroom and conference space can be reserved online.
2. The user or group is responsible for obtaining a reservation for the total time they will be occupying the space including setup and cleanup.
3. If the reserved space will not be used for all or part of the reserved time the user is responsible for canceling or editing their reservation to accurately reflect the time the space will be utilized.
4. Space can be reserved by SMPH and other Health Sciences departments by using assigned SMPH - WARF online templates vetted through SMPH Room Reservations.

### **II. SMPH Room Reservations Priority Order for Room Assignments for all SMPH-Managed Spaces**

1. Timetable courses for SMPH Academic Affairs and SMPH Basic Sciences. Other Health Sciences timetable courses.
2. SMPH Departmental Education, Grand Rounds and SMPH Dean's Office sponsored events.
3. SMPH and UWH recurring weekly, bi-weekly and monthly meetings.
4. Health Sciences student sponsored events.
5. UW Health events.
6. All other events.

## **II. A. Room Priority within WARF**

1. SMPH departments on the floor where the department is physically located are given priority in scheduling SMPH managed WARF spaces before general access is available to other floors.
2. SMPH managed conference rooms in WARF are not reservable by non-SMPH departments.
3. Departments not physically located on a specific floor will have access to other floors via the online template: SMPH-WARF 2nd, 4th, 5th, 7th Floor Space Request. This template is opened in semester increments two semesters into the future.

## **III. Additional Priority Parameters**

1. Priority within the building is also considered for ongoing meetings and events that historically have occupied the same space. The Room Reservations staff does their best to maintain the original request that was received, and if not possible they will reassign reservations to the next best available option.
2. Within SMPH departmentally assigned floors priority is also considered for the department's location in relation to the space they are seeking.
3. Departments should do their best to submit priority reservations before general access opens. Once this time period closes requests will return to first-come, first-served processing.
4. Room assignments are subject to change by the Room Reservation Group Administrators or Classroom & AV Services to accommodate prioritization conflicts, as well as any changes to Public Health or University guidelines. Administrators will do their best to accommodate all parties.

## **IV. Reservation Criteria**

1. Reservations are made on a first-come, first-served basis with influence from the departmental prioritization per floor.
2. Room assignments are subject to change by the Room Reservations Group and Classroom and AV Services (CAVS) to accommodate priority order conflicts.
3. Room reservation system users are responsible for canceling or editing any reservations they have submitted that need altering in order to maintain an accurate schedule.
  - i. Cancel all reservations if no longer intending to occupy the reserved space.
  - ii. Edit existing reservations to reflect accurate times of occupancy, number of attendees, intended usage/event type, etc.
4. Users are expected to clean up after their event and return the room to its proper state. CAVS reserves the right to charge users or remove future access if found to not be complying with guidelines.

## **V. SMPH Room Reservations and Classroom & AV Services (CAVS)**

1. SMPH Room Reservations and Classroom and AV Services (CAVS) are responsible for the utilization of shared classroom and conference room space including technology.
  - i. Staff are available for assistance and training by contacting the CAVS Support Desk in 1240 HSLC, 261-1934 or [cavs@med.wisc.edu](mailto:cavs@med.wisc.edu).
  - ii. CAVS is open with staff available for assistance Monday-Friday, 7am-5pm.
  - iii. CAVS is housed at HSLC, so if you know you will need onsite assistance, please make arrangements in advance.
  - iv. If utilizing a space with unfamiliar technology outside of staffed hours training is recommended. Please contact the CAVS group regarding receiving training and testing with support.
2. The SMPH Room Reservations group and Division of Information Technology (DoIT) is responsible for managing the enterprise management system (EMS) utilized for general SMPH space management. Please visit the [Room Reservations website](#) for additional information or contact them at [reservations@hslc.wisc.edu](mailto:reservations@hslc.wisc.edu).
3. Changes to accounts, contacts, Groups, rooms features, and online process templates should be coordinated with the SMPH Room Reservations group.