

Room Scheduling Guidelines for Students

- Submit requests for any room/space at least three days in advance. If the request is submitted less than three days in advance, there is no guarantee of confirmation.
- Recurring requests for study spaces may be submitted, but for no more than four consecutive weeks.
- Requests for study rooms will not be confirmed more than four weeks in advance.
- Students will not be scheduled in classrooms unless a staff/faculty member will be present to unlock the door and the headcount exceeds that of a study room/space.

Please direct questions to Eric Mareck at Eric.Mareck@du.edu or 303-871-2509.