

Eastern Mennonite University

Space Scheduling Policies

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**EASTERN MENNONITE UNIVERSITY
CENTRALIZED SPACE SCHEDULING INITIATIVE**

Goals and Objectives

PURPOSE:

To support the mission of Eastern Mennonite University by facilitating the reservation of available spaces.

GOAL:

To promote a service oriented reservation process dedicated to serving the needs of the University and Community by:

- providing accurate and timely information regarding availability of spaces
- assisting users to identify (within the scope of defined policy) alternate options if their first choice is not available
- coordinating communication to responsible persons regarding services requested in relation to the reservation

OBJECTIVES:

I. Optimize the utilization of available spaces by:

- developing a computerized database of all reservable spaces
- providing computer access for viewing and maintaining reservations

II. Simplify the reservation process by:

- centralizing reservations through Astra Scheduler
- programming special exceptions into the system

III. Clarify policy for determining priority for usage of specific spaces by:

- consulting stakeholders
- developing written policy

General Guidelines

I. Facilities Use at EMU

Facilities at Eastern Mennonite University are available for uses that support the general University mission. Specifically, first priority uses include those that promote learning and contribute to the educational experience of students (curricular, co-curricular and extra-curricular), enhance the personal development of students, faculty, and staff, strengthen the University community, and exercise principled stewardship of the University's resources (revenue production). Second priority uses include providing services that assist the local church, and serving the life needs of neighbors and friends of the institution.

II. Scheduling Prioritization

In the sections that follow, groups with priority for use of space are identified. These priorities are outlined to facilitate decision making, however it is understood that these are guidelines and that a group with priority may decide to defer to another group, when doing so benefits the campus community. Questions or problems may be referred to the Physical Plant Office to explore other options.

III. Authorization to Request

Faculty and staff may reserve facilities for EMU related events. Students may reserve space for activities sponsored by a student organization or for a department-related function. If a student or employee wishes to reserve space for a personal event, they must pay the established rental fee for the space. For example, a community assistant can reserve a space for an event for the residents of a floor, but a student who wants to hold a private birthday party for a friend would be charged a rental fee.

IV. Cancellation Policy

Persons reserving space are urged to let the appropriate person know as soon as possible if the space reserved will not be needed. Since heating and cooling, cleaning are scheduled based on the room reservations, it is important that reservations be as accurate as possible. Outside groups will be charged for space unless reservations are cancelled 10 days in advance of the reservation.

V. Reservations for External Groups

Reservations for external groups are handled through the Auxiliary Services Office. Auxiliary Services staff will reserve classroom spaces directly on the scheduling software, and make reservations through Athletics and other offices for space which is not scheduled through the Physical Plant Office.

VI. Policy was developed by

Since University space is shared, it is important that various stakeholders have an opportunity to address their needs. This policy was developed by Physical Plant Office in collaboration with the Registrar's Offices, Information Systems, President's Office, Provost's Office and Auxiliary Services' Office. Physical Plant Office will take the initiative to maintain the document.

VII. Special University Events

Special events, including Homecoming and Parents ' Weekend, Commencement, and the Bach Festival require most of the public space available on campus. No outside groups will be scheduled on campus during those times. For any on-campus groups wishing to reserve space, Physical Plant will reference the request for reservations with the appropriate person responsible for the special event.

Lehman Facilities

I. Lehman Auditorium

- Departments with priorities need to make reservations with reasonable advance notice. All major events should be scheduled in time to be included on the Master Calendar (March of the previous academic year.)
- EMHS will have access to the auditorium for their Graduation Ceremony and rehearsal time for their Graduation Ceremony.
- Campus Ministries has first priority for use of Lehman Auditorium from 9:40-10:40 a.m. during each semester for chapel. Any other time the auditorium is needed (i.e. extra times for Chapel practice) must be scheduled through Physical Plant.
- Music Department has first priority use of the auditorium at all other times, but must schedule events, lessons, practice times, rehearsals, piano tuning, and any other activity through Physical Plant.
- Lessons, practice times, and rehearsals regularly scheduled in Lehman Auditorium may have to be occasionally moved to accommodate events going on in Lehman Auditorium. The Music Department and the other parties involved will negotiate a resolution to any conflict.
- Music dress rehearsals have priority over classes.
- All other EMU offices, organizations, or departments have equal second priority to the auditorium.
- During the academic year, outside groups wanting reservations must contact Auxiliary Services. If Lehman Auditorium is available, the request is referenced with the Assistant to the President, Music Department Secretary, Technical Director for Lehman Auditorium, and the Student Programs Director to ensure that no scheduling conflict exists and that the event is appropriate to be held at EMU. Requests will be processed within two business days. No space will be committed until March 31 for the following academic year.
- Persons scheduling loud events in Lehman Auditorium need to ensure that they will not conflict with events in Room 25 or 11, as the sound carries to the bottom floor.

II. Recital Hall (Room 25) and Room 11

- These rooms will be reserved by Music Department and in general should not be rented to outside groups during the academic year. Exceptions for one-time or limited events must be cleared through the Music Department, as these are also used as practice rooms.

Classrooms Reserved by University Registrar, Fall and Spring Semesters

I. APPLICABLE ROOMS:

- Campus Center 201, 203, 226, 229, 234, 350
- Science Center 11,16, 20, 21, 25, 33, 37, 39, 43, 51, 103, 104, 105, 106, 107, 109
- Lehman Auditorium 11, 25, 102 (Auditorium)
- Library 105, 106 (LTC), 303, 304
- Esther K Augsburg Art Center 100, 100A (Dark Rm.), 101, 102 (DML), 103
- University Commons 124, 128 (PE Library), 176, 276
- Seminary 123 (Mondays, Wednesdays, Fridays 8:00 a.m. - 4:30 p.m. only)
- Gymnasiums
- Suter House 105
- Theater Space UC 170, 178 (Studio Theater)

II. APPLICABLE TIMES: 8:00 a.m. - 10:00 p.m. Monday through Thursday, 8:00 a.m. - 5:30 p.m. Friday, for each week classes are in session during Fall and Spring semesters.

III. The University Registrar's Office will create classroom reservations for the Undergraduate Program, Counseling by May 15 for the upcoming academic year. After those reservations have been scheduled, other reservations may be considered for the times and rooms involved.

IV. Four exceptions to the above.

- The Adult Degree Completion Program maintains ongoing priority for Campus Center 226 and 229, 5:30 - 10:30 p.m. Monday, Tuesday and Wednesday evenings all year. ADCP personnel are responsible to reserve space with Physical Plant at least four months in advance of usage.
- The Master of Business Administration program maintains ongoing priority for Campus Center 226 and 229 on Thursday evenings 5:30 - 10:30 p.m. all year. MBA personnel are responsible to reserve space with Physical Plant at least four months in advance of usage.
- The Education Department maintains priority for CC 201 and CC 234 for all times and days. Education personnel are responsible to request/schedule usage for the upcoming academic year (beyond what has been reserved by the Registrar's Office) to Physical Plant by May 15, and will report summer room reservations to Physical Plant by January 31.
- Science Center room 104 is reserved for use by visiting school groups Mondays, Wednesdays and Fridays 10:00 - 11:30 a.m. and Tuesdays and Thursdays 9:25 a.m. - 12:50 p.m. each semester.

V. The Registrar's Office will create the exam schedules into Astra Scheduler.

VI. The following locations are also used for some undergraduate classes, and are reserved for usage as indicated:

- **SUTER HOUSE ROOM 105:** Reservations for classes will be made by the Registrar's Office. Other reservations will be made with Applied Social Sciences Office Coordinator.
- **LIBRARY (RM. 121):** Center of Justice and Peace Building has the priority of this space. The CJP Office Coordinator will create Classroom Reservations by May 15. Other reservations will be made by Physical Plant.

- **MUSIC STUDIOS:** Reservations should be made by Director of Preparatory Music Program.
- **UNIVERSITY COMMONS 170, 178:** Reservations for classes will be made by the Registrar's Office. Other reservations will be made by the Theater Department.
- **CC 234 (MAC COMPUTER LAB):** Reserved by Education Department.
- **LIBRARY TECHNOLOGY CLASSROOM 106:** Reservations for classes which meet in the LTC on a regular basis will be made by the Registrar's Office. People wishing to reserve the room for one-time usage will do so through Physical Plant.
- **DIGITAL MEDIA LAB (UC 276):** Only available for academic classes.

Seminary Classrooms, Fall and Spring Semesters

- I. **APPLICABLE ROOMS:** The Seminary has first priority for the classrooms on the first and second floor of the Seminary Building, and the Graduate Counseling program has first priority for the classrooms in the lower level of the Seminary Building. The exception is Seminary room 123, which is used by the University Registrar for classes on Mondays, Wednesdays, and Fridays 8:00 a.m. - 4:30 p.m.
- II. The Graduate Counseling Administrative Assistant will provide their classroom reservations to the University Registrar by May 1 to be created into Astra Scheduler. The Seminary Registrar will create the Seminary classes by May 15. After those reservations have been scheduled, other reservations may be considered for the times and rooms involved.

All Classrooms, Summer

During the summer months Campus Facility resources are available for rental by non-university groups in order to enhance revenue generation. Typically, priority for usage of various spaces will be as identified below.

I. Undergraduate Dean's Office*

- May: UG Dean's Office has first priority for the classrooms listed below for the first term of undergraduate summer school classes (generally the second, third and fourth week of May), Monday through Friday, 8:00 a.m. – 1:00 p.m.

CC 229	LB LTC 106	SC 039	SC 107
CC 350	SC 020	SC 051	SC 109

- UG Dean's Office has first priority for the classrooms listed below for the second term of summer school classes, (Tuesday after Memorial Day through the second week of June) Monday through Friday, 8:00 a.m. – 1:00 p.m.

CC 229	CC 350	SC 109
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II. Education has first priority for Campus Center 203, 229 and 234 (MAC computer lab) from mid-June to mid-August for MA in Education classes. Education has first priority for CC 226 beginning the fourth week of June.*

III. The Summer Peacebuilding Institute (SPI) and STAR have first priority for the rooms listed below from the second week of May through the third week of June, 8:00 a.m.-5:00 p.m., Monday through Friday.*

CC 201	Lib 121	UC 176
CC 226	UC 124	UC 211/212

IV. Seminary has first priority for the following rooms: SB 109, 202, 203, 204 for the months of May & June, Monday through Friday from 8:00 a.m. to 5:00 p.m.*

V. MA in Counseling*

- May: first priority for SB 003, 010, 025 or other seminary rooms (determined by enrollment) from 4:00 – 9:00 p.m. Mondays and Tuesdays.
- June: first priority for SB 025 4:00 – 9:00 p.m. Mondays and Tuesdays.
- Third week of June: first priority for SB 003 8:00 – 4:00 p.m. Monday through Friday.
- Mid-June through July: first priority for SB 025 8:00 a.m.-12 noon, Tuesdays.

VI. The Adult Degree Completion Program (ADCP) maintains ongoing priority for Campus Center 226 and 229 from 5:30 p.m. – 10:30 p.m. Monday, Tuesday and Wednesday evening all year. ADCP staff is responsible to make these reservations at least four months in advance of usage.

VII. The MBA program maintains ongoing priority for Campus Center 226 and 229 on Thursday evenings 5:30 p.m. - 10:30 p.m. all year. MBA staff is responsible to make these reservations at least four months in advance of usage.

VIII. Auxiliary Services has a window of time when they are given priority over available space.

- Auxiliary Services will enter their requests after February 1, marked as "Tentative".

- Auxiliary Services will have a window from March 15 until April 1 to change their reservations from “Tentative” to “Scheduled”.
- In the event that a Rental Group desires to use a space that is committed to a University class or activity, Auxiliary Services may present a case to the Provost to determine if a move of this EMU function is warranted.

*These reservations must be made by January 31.

Seminary Non-classroom Space

I. Martin Chapel and the Gathering Area

Martin Chapel is a unique facility desirable for many different types of functions. Priority for use of this space and the accompanying Gathering and Fellowship Areas is given first to Seminary programs and events during the academic year through the end of June. This includes the following:

- Tuesday evenings (5-11 p.m.) for Seminary events.
- Tuesdays and Thursdays from 10 a.m.-1 p.m. during each semester for Chapel Gathering. Any other time these spaces are needed (i.e. extra times for Chapel Gathering practice, Advent or Lenten reflections) must be scheduled through Astra Scheduler.

Priority for use of Martin Chapel¹ beyond what is outlined above is given to other departments and events as follows:

- Campus Ministries has priority for use of Martin Chapel and the Gathering Area on Sundays from 7-11 p.m. during each semester for Celebration set-up, practice and worship.
- The Shenandoah Valley Children's Choir has priority for use of Martin Chapel and the Gathering Area on Mondays from 4-8:30 p.m. during each semester for rehearsals. (except for week of School for Leadership Training)
- The Music Department is granted reasonable priority for recitals, concerts and rehearsals due to limited space for these events in Lehman Auditorium, and in order to utilize the piano² located in Martin Chapel.
- All other EMU offices, organizations, and departments are welcome to use Martin Chapel when no other options are available and other priorities for use of the space have been considered.

Procedures for reserving Martin Chapel and accompanying spaces include the following:

- Departments with priorities must make reservations with reasonable advance notice. All *major events* are to be scheduled in time to be included on the Master Calendar (March of the previous academic year.)
 - No space will be committed until March 31 for the following academic year with the exception of major events that require advance planning, such as Board of Trustees, Bach Festival, conferences, etc.
- After an event, seating and set-up in Martin Chapel and the Gathering Area should be returned to the original configuration.
 - Work requests for set-ups should include instructions for tear-down.
- When a request is made to move the piano onto the stage, the same user must request that it be removed from the stage on the next physical plant work day.
- During the academic year (September-June), outside groups wanting to reserve the space must contact Auxiliary Services. If Martin Chapel and the Gathering Area are available, the request is referenced with the Seminary Registrar and/or the Seminary Events Coordinator to ensure that no scheduling conflict exists.
- Requests will normally be processed within two business days.
- Events scheduled in Martin Chapel and the Gathering Area that involve considerable noise are not to conflict with events in Room 123, as the sound carries to the bottom floor. To prevent reservations for events that would disrupt classes in SB123, the Seminary Registrar and University Registrar will "co-reserve" Martin Chapel for the times when

¹ See Space Scheduling Policy Manual for Summer Use priorities.

² The Steinway piano located in Martin Chapel is a gift to the Music Department, located here because of lack of suitable space elsewhere.

seminary/undergraduate classes are scheduled to meet in SB123. Anyone wishing to reserve Martin Chapel during a co-reserved time must contact the appropriate Registrar's Office to see whether an exception can be made.

Lehman Board Room (CC 301/302)

- I. Priority is given to
 - Board of Trustees meetings
 - SOAR
 - School for Leadership Training
 - Outside agencies such as MEA or MEC related meetings as needed.
- II. Except for the above, room reservations are generally on a first-come, first-served basis through Physical Plant.

Strite Conference Room (CC 105)

This space is viewed primarily as one for seminars and special events rather than as a traditional classroom or for other ongoing repetitive scheduling. Priorities for use of this space are as follows:

- I. General scheduling priority is given in the following order to:
 - Board of Trustees
 - Admissions (including campus visits and SOAR events)
 - Nursing presentations
- II. Summer scheduling priority is given in the following order to:
 - Board of Trustees
 - Admissions (including campus visits and SOAR events)
 - Summer Peacebuilding Institute/STAR (CJP leadership will make final determinations between these programs) the second week of May through the third week of June, 8 a.m.-5 p.m.
 - Auxiliary Services (following SPI)
- III. Beyond what is outlined above, reservations can be made on a first-come, first-served basis through the Astra scheduling system.
- IV. Locking/unlocking procedures:
 - The Office Coordinator/Receptionist in Admissions will have a key and routinely unlock the room in the morning and lock it at the close of business hours.
 - If a class or event is scheduled to go beyond regular business hours, they are encouraged to request a key from Physical Plant to either open the room before 8 a.m. or lock the room after 5 p.m. as needed.
 - Security personnel are instructed to check the room to ensure that it is locked during their usual night rounds.

Computer Labs

- I. The Technology Classroom - LIB 106 (LTC) and SC 011 – Classes will be created by the Registrar and other requests will be scheduled by Physical Plant.
- II. **The “Public” lab IS NEVER TO BE RESERVED!!!!** The "public" lab, currently **CC 223** is intended solely for the use of students, faculty, and staff, is not to be scheduled during regular academic semesters. This lab is to remain available at all times, including holidays [except for Christmas Break], for students when they are on campus.
- III. Departmental labs remain "owned" by their respective departments and are not included in the Astra Scheduler database.

University Commons

I. Common Areas

- The primary use of the Common Areas is to be an informal gathering area for students. Occasionally the area may be used for department or special events (first floor lobby: UC 100; first floor corridor, UC 100.1; second floor lobby, UC 200; second floor corridor, UC 200.1).
- See Page 3 about “Special University Events”.

II. Classrooms and Conference Rooms on first floor and second floor

- The priorities for the use of the classrooms and conference rooms in the Commons are classes and campus events, in that order. The University Registrar will schedule the classes by June 1 for the upcoming academic year.
- The STAR program (Center for Justice & Peacebuilding) has priority for the use of UC 211/212 a maximum of one week each month, scheduled well in advance.
- The conference rooms in the Student Life & PE/Athletic Suites are primarily departmental space, and will be scheduled on the software by those respective offices.

III. Game Room

- The game room is reserved from 1:00 p.m. - 12:00 a.m. for general student use when classes are in session (any exceptions must be cleared through the Auxiliary Services). The game room may be reserved by outside groups at non-class times for an hourly or daily fee. Charges will be added if equipment is damaged or lost.

IV. Fitness/Track Areas

- The fitness/track areas include the cardio-equipment, indoor track, free weights and group exercise/aerobic areas. Priority of use of these spaces is assigned in the following order: academic classes, recreational sports (intramural and open hours for student, faculty/staff and community use), intercollegiate athletic teams, student organizations, and rentals.

V. Gymnasium

- The following prioritization will be used in the scheduling of the gymnasium of the University Commons:
 1. Physical Education classes
 2. Intercollegiate Athletic contests
 3. Homecoming and graduation events
 4. Intercollegiate Athletic practices for in-season sports (order determined within the Athletic Department)
 5. Recreational sports
 6. Intercollegiate athletic practices of teams in non-traditional season
 7. Student organizations and department functions
 8. Off-campus rentals

VI. Locker Rooms

- The following priority will be used in the assigning of #1-#4 locker rooms (two women's and two men's) in the University Commons:
 1. EMU intercollegiate athletic teams (in-season)
 2. Visiting athletic teams
 3. Physical education classes (if visiting varsity teams are assigned to #5 or #6 locker rooms)
 4. All other student, faculty and staff, and public use (if visiting varsity teams are assigned to either #5 or #6 locker rooms)
- The following order will be used in assigning of locker rooms # 5 & 6 (one women's and one men's) in the University Commons:
 1. Visiting varsity athletic teams (on an event by event basis)
 2. **All student, faculty and staff, and public use.**

VII. Outdoor Facilities

- The following prioritization will be used in the scheduling of the outdoor facilities:
 1. Physical Education classes
 2. Intercollegiate Athletic contests
 3. Intercollegiate Athletic practices for in-season sports (order determined within the Athletic Department)
 4. Recreational sports
 5. Intercollegiate athletic practices of teams in non-traditional season
 6. Student organizations and department functions
 7. Off-campus rentals

VIII. President's Room

- The President's Room provides formal dining and reception areas appropriate for entertaining various groups and constituents. The President's Room of the University Commons will be available for campus events that are planned or approved by the President's office, such as fund- raisers, Board of Trustees meetings, receptions related to athletics, Bach Festival, drama, Homecoming and various celebrations.
- Scheduling of the President's Room will be the responsibility of the President's Office

IX. Special University Events

- Special events, including Homecoming and Parents' Weekend, Commencement, and the Bach Festival require most of the public space available on campus. No outside groups will be scheduled on campus during those times. For any on-campus groups wishing to reserve space, Physical Plant will reference the request for reservations with the appropriate person responsible for the special event.

X. Common Grounds

- The Common Grounds is a student managed coffeehouse on campus that provides a space for the EMU community to enjoy fellowship. All events that happen in the Common Grounds are booked through an online application, found at www.emu.edu/commongrounds. The

Common Grounds is only open during the Fall and Spring academic semesters. This space is not available to reserve during the times in which the Common Grounds is closed.

Room Scheduling Guide

All Rooms are reserved by the offices listed below:

All other computer labs	Information Systems
Campus Center 207, Conf Rm.	Education Dept/Physical Plant
Campus Center 234 (Mac lab)	Education Dept/Physical Plant
Campus Center 351	Nursing Dept
Campus Center Business Office Conference Room 104D	Business Office
CJP Classroom MS 205 and Conference Rm. 109	Center for Justice & Peace Building
Discipleship Center	Physical Plant
Lehman Aud. Rms. 011, 025	Music Dept
Northlawn Dining Rooms	Food Services
Outdoor Athletic Facilities	Athletic Dept
Science Center Planetarium, Museum, 016, 021, 025, 033, 037, 042	Science Center
Seminary 003,010, 025	MA in Counseling
Seminary 103	Seminary
Seminary 118	Information Systems/Physical Plant
Suter House Seminar Rm. 105	Sociology/Social Work
University Commons 170, 178	Theater
University Commons 201 President's Reception Rm.	President's Office
University Commons Athletics Conference Room 128	Athletic Dept
University Commons Aerobics Rm. 262	Student Programs
University Commons Game Rm. 121	Student Programs
University Commons Gyms	Athletic Dept
University Commons Student Life Conference Room 235	Student Life

Astra Room Listing

BUILDING	ROOM	Room Name	Reserved By	MAX CAPACITY	CAPACITY	SQ FT
Art Center	100	Reprod. Media	PP,Reg.,AS	20	20	1276
Art Center	100A	Dark Rm	PP,Reg.,AS	20	20	210
Art Center	101	Paint/Drawing	PP,Reg.,AS	20	20	1232
Art Center	102	DML	PP,Reg.	20	13	392
Art Center	103	Ceramic Lab	PP,Reg.,AS	20	20	1329
Campus Center	100	Martin Greeting Hall	PP,AS	100	100	3661
Campus Center	103	Brunk Maust Lounge	PP,AS	50	50	1756
Campus Center	104	Business Office Conf	BusO.,PP	10	10	1271
Campus Center	105	Strite Conf Rm	PP,Reg.,AS	95	90	1225
Campus Center	126	InfoSys Conf Rm	IS	6	6	50
Campus Center	201	Education Lab	PP,Reg.,AS	43	46	1050
Campus Center	203	Education Lab	PP,Reg.,AS	40	40	1000
Campus Center	207	Conference Rm	PP	9	9	195
Campus Center	223	Computer Lab	IS, PP	20	20	600
Campus Center	226		PP,Reg.,AS	70	70	1263
Campus Center	229		PP,Reg.,AS	40	40	1007
Campus Center	234	Computer Lab	PP,Reg.	30	30	1218
Campus Center	301	Lehman Board Rm	PP,AS	12	12	411
Campus Center	302	Lehman Board Rm	PP,AS	12	12	415
Campus Center	350		PP,Reg.,AS	25	25	527
Campus Center	351	Dem Lab	Nur.,PP	25	25	958
Campus Center	Balcony		PP,AS	50	50	1976
Campus Center	T Plaza		PP,AS	200	200	2400
Discipleship Center	101		PP,Reg.,AS	100	100	1954
Discipleship Center	Hill		PP,AS	1	1	0
Hartzler Library	105		PP,Reg.,AS	25	25	316
Hartzler Library	106	LTC Lab	PP	24	24	713
Hartzler Library	121		CJP,PP,Reg.,AS	30	20	1274
Hartzler Library	303	Presidents' Rm	PP,Reg.,AS	30	30	988
Hartzler Library	304		PP,Reg.,AS	20	16	482
Lehman Auditorium	011	Practice Rm.	Music,PP,Reg.,AS	30	30	448
Lehman Auditorium	025	Recital Hall	Music,PP,Reg.,AS	80	80	1171
Lehman Auditorium	102		PP,Reg.,AS	878	878	8730
Lehman House	105	Music Lab	Music,PP,Reg			
Martin Store	109	Conference Rm	CJP,PP	10	10	238
Martin Store	205	Conference Rm	CJP,PP	18	18	450
Northlawn	004-S	South Dining Rm	Food Service, PP,AS	16	16	0
Northlawn	005-E	East Dining Rm	Food Service, PP,AS	32	32	0

Northlawn	006-W	West Dining Rm	Food Service, PP,AS	54	54	0
Northlawn	007	Dining Hall	Food Service, PP	300	300	0
Northlawn	148E	Prayer Rm	Campus Pastor,PP,AS	1	1	453
Outside	Baseball	Baseball Field	Ath.,PP,AS	200	200	
Outside	Basketball	Basketball Courts	Ath.,PP,AS	200	200	
Outside	Bomberger	Track & Soccer	Ath.,PP,AS	200	200	
Outside	Front Lawn		PP,AS	5000	5000	0
Outside	Labyrinth		PP,AS	200	200	
Outside	Pavilion	Park Woods Pavilion	PP,AS	200	200	
Outside	S Practice	South Practice Field	Ath.,PP,AS	200	200	
Outside	Sand Court	Sand Volleyball Court	Ath.,PP,AS	200	200	
Outside	Sotfball	Gehman Softball Field	Ath.,PP,AS	50	50	
Outside	Tennis Cts	Tennis Courts	Ath.,PP,AS	200	200	
Outside	Turf		Ath.,PP,AS	200	200	0
Park Cabin	101		PP,AS	1	1	857
Park Cabin	Fire Pit		PP,AS			
Seminary	003		Grad. Coun., PP,Reg	25	21	600
Seminary	010		Grad. Coun., PP,Reg	18	14	388
Seminary	025		Grad. Coun., PP,Reg	18	18	381
Seminary	103	Conf Rm	Sem., PP	12	12	272
Seminary	109	Classroom	PP,Reg.,AS	24	20	
Seminary	115	Lobby/Lounge	PP,AS	50	50	1214
Seminary	118	Call Center	IS,PP	13	13	407
Seminary	123	Lecture Rm	PP,Reg.,AS	62	62	1041
Seminary	202		PP,Reg.,AS	48	30	832
Seminary	203		PP,Reg.,AS	55	40	832
Seminary	204		PP,Reg.,AS	24	24	470
Seminary	213	Kitchenette	PP,AS	10	10	114
Seminary	215	Martin Chapel	PP,AS	145	145	2022
Seminary	218	Fellowship Area	PP,AS	150	100	1114
Seminary	220	Gathering Area	PP,AS	50	50	1612
Suter House	105	Conference Rm	Soc.,Reg.,PP	10	10	224
Suter Science Center	003	Conference Rm	SC,PP	10	10	
Suter Science Center	011	Computer Lab	PP,Reg	16	16	74
Suter Science Center	016		SC,PP,Reg.	16	12	350
Suter Science Center	020		PP,Reg.,AS	24	24	814
Suter Science Center	021	Chem Lab	SC,PP,Reg.	20	20	1190
Suter Science Center	025	Chem Lab	SC,PP,Reg.	12	12	609

Suter Science Center	033	Chem Lab	SC,PP,Reg.	16	16	1213
Suter Science Center	037	BiolComputer	SC,PP,Reg.	20	20	1050
Suter Science Center	039	Biol Lab	PP,Reg.,AS	24	24	1050
Suter Science Center	042		SC,PP,Reg.	12	12	260
Suter Science Center	043	Biol Lab	PP,Reg.,AS	24	24	1020
Suter Science Center	051	Biol Lab	PP,Reg.,AS	24	24	1050
Suter Science Center	101	Discovery Rm	SC,PP,Reg.	79	79	1205
Suter Science Center	102	Museum	SC,PP	25	25	1066
Suter Science Center	103		PP,Reg.,AS	30	30	553
Suter Science Center	104	Head Room	PP,Reg.,AS	100	100	1313
Suter Science Center	105		PP,Reg.,AS	50	50	740
Suter Science Center	106		PP,Reg.,AS	272	272	2611
Suter Science Center	107		PP,Reg.,AS	45	45	682
Suter Science Center	109		PP,Reg.,AS	32	32	845
University Commons	100	Lounge	PP,AS	100	100	1608
University Commons	100.1	Corridor	PP,AS	100	100	600
University Commons	120A	Gym - Varsity	Ath.,AS,Reg.,PP	2000	1600	1404
University Commons	120B	Gym - NW	Ath.,AS,Reg.,PP	1	1	702
University Commons	120C	Gym - NE	Ath.,AS,Reg.,PP	1	1	702
University Commons	121	Game Room	SA,PP,AS	50	50	2384
University Commons	124		PP,Reg.,AS	22	22	900
University Commons	128	Conference Rm	Ath.,PP	10	10	288
University Commons	170	Main Stage	Theater,Reg.,PP,AS	200	180	
University Commons	176		PP,Reg.,AS	35	30	
University Commons	177	Common Grounds	AS,PP	70	35	
University Commons	178	Studio Theater (No Food Allowed)	Theater,Reg.,PP,AS	75	75	
University Commons	200	Lounge	PP,AS	200	200	1224
University Commons	200.1	Corridor	PP,AS	1	1	0
University Commons	201	Pres Recept	Pres.,PP	30	30	800
University Commons	202	Track	Athl.,PP,AS	1	1	0

University Commons	205	Snack Shoppe	Food,PP,AS	100	100	1120
University Commons	211	South Conf Rm	PP,AS	48	16	672
University Commons	212	North Conf Rm	PP,AS	48	16	672
University Commons	235	Conf Room	Student Life, PP	8	8	154
University Commons	261	Cardio Equip	SA,Athl,Reg.PP	1	1	1230
University Commons	262	Aerobics	SA,Athl,Reg., PP	25	25	1092
University Commons	276	Classroom/Mac Computer Lab	PP,Reg.	15	15	

AS=Auxiliary Services
 Athl=Athletic Office
 BusO=Business Office
 CJP=Center for Justice & Peace
 Ed=Education
 Dept
 Food Service
 Grad.Coun.-Graduate Counseling
 IS=Information Services
 Nur=Nursing
 Dept
 PP=Physical Plant
 Pres=President's Office
 Reg=Registrar's Office
 SC=Science Center
 Soc=Sociology/Social Work
 Student Life
 SA=Student Services