

## **RSENR Graduate Student Aiken Center Building Access & Room Reservations**

**Building Access** – As RSENR graduate students, your CATcard will provide you with 24/7 access to the following spaces in the Aiken Center:

- Exterior Main Building Entrances
- Rooms 101, 109, 204, 303, 308, 312, 313 and 310

If you encounter issues using your CATcard to access any of these spaces outside of standard business hours, please contact [RSENR\\_Grad\\_Coord@uvm.edu](mailto:RSENR_Grad_Coord@uvm.edu) to report this issue.

**Reserving Rooms** - As RSENR graduate students, you are eligible to reserve various spaces in the Aiken Center for meetings, events, study sessions, etc.

### *Reservable Rooms:*

Aiken 101 (Computer Lab)

Aiken 103 (Classroom)

Aiken 202 (Classroom)

Aiken 220D (Conference Room)

Aiken 301 ('The Rock Room' – Meeting Room)

Aiken 311 (Conference Room)

### *How to Reserve:*

1. Room reservation requests for the spaces listed above can be submitted to one of the following RSENR contacts:
  - a. *RSENR Graduate Program Coordinator* - [RSENR\\_Grad\\_Coord@uvm.edu](mailto:RSENR_Grad_Coord@uvm.edu), or visit Aiken 312-C
  - b. *Dean's Office* – [rsenrdo@uvm.edu](mailto:rsenrdo@uvm.edu), or visit Aiken 220
2. Requests should be submitted as far in advance as possible, ideally 1 week before the event date
3. *Include in your request the following required event details:*
  - Preferred room (if known), date, time (start & end)
  - Expected # of attendees, event title and purpose (i.e. meeting, conference, workshop, etc.)
  - Name of the main contact for the reservation (i.e. you, or another RSENR affiliate)
  - A chart string to be charged for any expenses (if you are unsure of this and do not expect any charges, please indicate that the reservation can be put under the *RSENR General Budget*)
  - a. You may also wish to mention any specific technology or other room features required for the event (i.e. projector screen)

- b. If you do not have a specific room preference, a list of available rooms for the given date/time range/tech needs will be provided to you
- 4. If you anticipate requiring catering or other special event services, please mention this in your request as further coordination and details will be required
  - a. Catered event reservations should be submitted *at least* 2 weeks prior, ideally earlier
  - b. Be sure to include the relevant chart string on which these catering expenses should be charged as part of the reservation request

### **Graduate Student Lounge (Aiken 308 - G) Reservations:**

The Graduate Student Lounge space in Aiken 308 – G will primarily remain an open, accessible space for RSENr graduate students to gather, study, meet, etc.

However, due to increased interest in providing private, reservable meeting/study spaces, Aiken 308 – G will *also* be available for RSENr graduate students to reserve in advance for private use.

#### *How to Reserve Aiken 308 - G:*

1. Complete this [Graduate Student Lounge – Reservation Request Form](#) at least *48 hours* prior to your anticipated reservation date/time.
  - a. If you are having issues accessing/completing this form, you may alternatively email the RSENr Student Services Administrative Assistant, Hannah Kershaw ([Hannah.Kershaw@uvm.edu](mailto:Hannah.Kershaw@uvm.edu), or found in Aiken 220).  
In your communication, include all relevant event details below:
    - i. Date, time (start & end)
    - ii. # of attendees, event purpose (i.e. meeting, study-group, etc.)
    - iii. Any additional comments/notes
2. You will receive email notification if your request has been approved.
  - a. Approved reservations will also be added to the [RSENr Graduate Student Lounge Reservations Calendar](#), found within the RSENr Graduate Student Teams group - General Channel (in the "Grad Lounge Reservation Calendar" tab).
    - i. Students may review this calendar at any time to view existing approved reservations.
    - ii. If you are not currently a member of this Teams group, please email [RSENr\\_Grad\\_Coord@uvm.edu](mailto:RSENr_Grad_Coord@uvm.edu) to be added.
3. If your request cannot be accommodated, you will receive an email notification that your request has been denied
  - a. Alternative options for available spaces to reserve in the Aiken Center will be shared with you to try to accommodate your needs.
4. While occupying Aiken 308-G for a reserved event, please display the “Reserved” door sign so other students can be made aware that the space is currently in use.
  - a. Once your reserved event has ended, please remember to remove this sign!
5. Please be mindful and respectful of folks using this space in both a reserved or shared capacity! Please leave the space how you found it (or cleaner!).

- a. If you would like to raise any issues or concerns on use of this space, please reach out to [RSENR\\_Grad\\_Coord@uvm.edu](mailto:RSENR_Grad_Coord@uvm.edu)

**Other Reservable Study/Meeting Spaces on Campus:**

- Howe Library - Group Study Spaces
  - *How to Reserve* - [https://library.uvm.edu/services/find\\_places\\_to\\_study](https://library.uvm.edu/services/find_places_to_study)
    - Please note, these spaces are intended for group study use *only* (a minimum of 2 UVM affiliates present), not individual reservations