**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 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, or visit Aiken 312-C
   b. **Dean’s Office** – rserndo@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)

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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, 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 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!).

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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

Other Reservable Study/Meeting Spaces on Campus:

- Howe Library - Group Study Spaces
  - How to Reserve - 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