**CGIS ROOM - SCHEDULING POLICIES**

Primary constituencies for rooms controlled by CGIS: 1) CGIS residents; 2) Government and History classes; 3) FAS or Central Administration.

All weekend events, and all day-long use of S010 or S020, must be sponsored or co-sponsored by a CGIS Center or program. All logistical arrangements must be made by the CGIS co-sponsor, and all custodial and security invoices must be paid by the CGIS co-sponsor.

***Priorities for Individual Rooms***

**K031**: Classes and seminars OK.

**K105:** No restrictions.

**K106**: Primarily for Government Department. Gov faculty, staff and grad students may make one-time, one- or two-hour reservations. Other CGIS departments may request usage two weeks or less prior to their event date, with the understanding that they may be bumped. Tricia Vio (617-495-2148; tvio@gov.harvard.edu) will approve or decline exception requests. No non-CGIS requests.

**K252**: Classes and seminars OK.

**K262**: No classes, except on a one-time basis (make-ups, displacements, etc.) Seminars OK.

**K354**: Classes and seminars OK.

**K401**: Classes and seminars OK.

**K450**: Classes and seminars OK.

**S010**: Classes: weekly reservations for CGIS resident faculty ─ for others, only on a one-time basis. Seminars: weekly okay when CGIS-sponsored. Meetings: no restrictions when one-time, one-day events. Discuss any large-scale requests from non-CGIS groups with building manager.

**S020**: Same as S010. DCE Registrar controls it on Monday nights 7-10pm in Fall Semester.

**S030**: Primarily for gatherings: receptions, dinners, informal meetings; but reservations on a one-time basis for seminars or workshops okay.

**S050**: No classes, except on a one-time basis. Seminars OK.

**S153**: Classes OK 2-4. Seminars OK.

**S250**: No classes. Seminars and meetings: no restrictions, but weekly/recurring reservations only as a last resort, except for RI, KI, and DRCLAS.

**S354**: No classes 12-2 or 4-6. Preference for History/ Davis Center faculty. Gov classes OK. Seminars and meetings: no restrictions.

**S450**: No restrictions.

**61 Kirkland St:** No restrictions.

NB: Seminar rooms are scheduled on weekdays between 9am and 10pm, when the building’s exterior doors lock. While meetings may extend later, all rooms in CGIS must be vacated at 12am.