

## Room Scheduling for Special Events and Meetings Policies and Procedures

For meetings or events to be held in DFA 2.204 or DFA 2.506, please contact Jill Velez at [Jill.Velez@austin.utexas.edu](mailto:Jill.Velez@austin.utexas.edu) or 512-471-7757 with as much advance notice as possible.

For meetings or events to be held in ART 1.302L (chair's conference room), ART 1.110\* (lecture hall), ART 1.120 (lecture hall), ART 1.102 (large auditorium) or any of the ART building classrooms or seminar rooms owned by the department of Art and Art History, please contact Michelle Fandrich at [michelle.fandrich@austin.utexas.edu](mailto:michelle.fandrich@austin.utexas.edu) or 512-471-7359 with as much advance notice as possible.

The department holds a standing reservation during the Fall and Spring semesters in the ART 1.120 lecture hall and 1.102 auditorium as follows:

ART 1.120 – Monday through Thursday, 3:00 pm – 6:30 pm

ART 1.102 – Monday through Thursday, 3:00 pm – 7:00 pm

ART 1.110\*, ART 1.120 and ART 1.102 are general purpose classrooms and as such are scheduled through the registrar's office. Bookings outside the abovementioned standing reservation hours require as much advance notice as possible to ensure that your preferred time is available.

For events that occur annually (such as orientations, preview days, symposia, etc...) in ART 1.110, 1.120 or ART 1.102, it is advisable to submit your reservation requests to Michelle up to two semesters in advance, as these rooms are in high demand and used regularly by other departments. While we may have priority booking in these rooms, this priority will not override a reservation that has already been made and confirmed by another department.

**\*PLEASE NOTE:** We do not hold a standing reservation for ART 1.110 (lecture hall) so if this room is needed, it is advisable to request your booking as far in advance as possible.

updated 1/13/2020