

POLICY

The Registrar's Office is responsible for classrooms in the buildings listed below Monday through Friday, and on weekends from 8:00 a.m. to 11:00 p.m.

Gandhi Hall = GAN

Ikeda Library = IKE

Pauling Hall = PAU

Academic and Administrative Offices

Designated staff in academic and administrative offices must submit a room reservation request form via www.sokanet. Requests should be submitted no later than a week prior to the event date.

Student Organizations/Groups

Registered student organizations and student related groups may request use of classroom space at times when the space is available and no later than a week prior to the event date. To request a classroom space, please submit a room reservation request form via www.sokanet. Use of this space shall be in accordance with established SUA policies and procedures:

1. The organization/group requesting space must be approved and recognized as a Registered Campus Organization.
2. There will be no food or drink allowed in classroom space.
3. The event will not be scheduled past 11:00 p.m. where the classroom buildings will be locked.
4. The sponsoring organization/group must assume responsibility for any damages as a result of this meeting or event.
5. Classroom space is made available to student organizations for organizational, business and educational meetings only.
7. It's the responsibility of the person in charge of the event to be familiar with and adhere to all university policies regarding use of facilities, presentation of events and use of alcohol. It is further understood that approval is given for the event only as specified on the original request. Any change or cancellation should be reported immediately to the Registrar.

Procedure:

1. Requests for use of classroom space should be completed via the "Classroom Reservation Request" form found at www.sokanet and turned in to the Registrar's Office in Pauling Hall, Room 428, or attached by email to: registrar@soka.edu
2. Audio Visual requests should be directed to IT.
3. Staff will process the request and every effort will be made to assign the requested space.
4. You will be notified of the space confirmation by email within 48 hours of your request.