Reserving a CMC Computer Classroom

General Policy

The CMC has one computer classroom (CMC 110) that is available for reservation. It is reserved by contacting the ITS helpdesk. Because this room is also a public lab, we make a concerted effort to limit the repeated reservation of this space throughout term. We also avoid all-day reservations.

Clubs and Organizations are allowed to reserve spaces if they’re fully recognized and active clubs with CSA charters.

Individual students can also reserve spaces.

Priority for reserving spaces is given to events that are academic in nature, but all requests for reservations will be considered regardless of their academic applicability.

Reserving for a Class

If you're reserving for a class, follow these instructions:

1. Compose an email to helpdesk@carleton.edu
2. In the Subject write something like, “Reservation Request for Computer Lab”
3. In the message, include the following information
   a. Course Number and Title
   b. Number of students
   c. Date(s)
   d. Start and End times
4. **NOTE**: In the past, we’ve been able to accommodate last-minute software requests, but due to some structural changes in our lab maintenance capabilities, software needs for Windows MUST be communicated 2 weeks before the start of term. We will not be able to install software on-the-fly for Windows.

Reserving for an Event

If you're reserving for an event, follow these instructions:

1. Compose an email to helpdesk@carleton.edu
2. In the Subject write something like, “Reservation Request for Computer Lab”
3. In the message, include the following information
   a. Event Name
   b. Event Type (meeting, workshop, etc...) and description
   c. Group Name (ex: Carleton Club of Awesome) OR your name, if it’s an individually sponsored event
   d. Number of students
   e. Date(s)
   f. Start and End times