



NEW! Room Reservation Policy for School of Social Work Students, Student Organizations, and CASC Minors

Reservations for School of Social Work Student Organizations and CASC Student Organizations

School of Social Work organizations as well as student organizations run by students pursuing the CASC minor may utilize space in the School of Social Work during open building hours. In order to use space these organizations must be registered as Sponsored Student Organizations (SSO) or Volunteer Student Organizations (VSO) with the Center for Campus Involvement and registered with the Office of Student Services in the School of Social Work. To make a request, students will need to login to the **SSW Reservation System** at least two weeks prior to the event. The following information will be required:

- Purpose of the reservation
- Date and Time that the room is needed
- Number of people attending
- AV needs
- Any other information that is pertinent to the room reservation.

Reservations will be assigned in order to allow the largest number of students to utilize the space as possible. **Please email studentroomrequests@umich.edu at the earliest date possible if you need to cancel your reservation.** *Also if you reconfigure the room, please return it to its original layout by the end of your reservation time. Please also be sure to clean up any food or waste generated by the group.*

*For school wide events please provide a detailed description so that it can be included on the SSW events calendar.

Reservations for Individual Usage

MSW and undergraduate students completing the CASC minor may reserve rooms **B742 and B710** in the School of Social Work during open building hours. To make a request, students will need to login to the **SSW Reservation System** at least one week prior to the event, but not more than one month before the event. The following information will be required:

- Purpose of the reservation
- Date and Time that the room is needed
- Number of people attending
- Preferred Room (B742 or B710)
- AV needs
- Any other information that is pertinent to the room reservation.

Reservations will be assigned in order to allow the largest number of students to utilize the space as possible. During peak times, room reservations may be limited to three hour intervals. **Please email studentroomrequests@umich.edu at the earliest date possible if you need to cancel your reservation.**

B742 & B710 Without a Reservation

MSW and CASC minor students may use rooms B742 & B710 on a first come, first served basis when they are not reserved. To gain access to these rooms go to the Atrium Level Information desk. Students are asked to share the room and limit usage to a maximum of 2 hours. The room must be vacated if a student or group has reserved the room.

Reservations for Field Placement Related Activities

Request for usage of space in the School of Social Work related to student field placements must be made by the student's Field Educator. To make a request, Field Educator's should use the **SSW Reservation System**. If assistance is needed, facilities can be reached at ssw.rooms@umich.edu.

Please note: space in the School of Social Work may **not** be reserved in order to provide social work services to clients.

Reservations for Faculty or Class Related Purposes

Faculty may utilize space in the School of Social Work. Room reservations for faculty research projects or class events must be made by the faculty member teaching the course. To make a request, Faculty should use the **SSW Reservation System**. If assistance is needed, facilities be reached at ssw.rooms@umich.edu.

Donation Collection

MSW, Doctoral, CASC minor students, School of Social Work student organizations, and CASC minor student organizations may run donation drives in the School of Social Work. Drives must be approved by the Office of Student Services and a maximum of two collection drives may be held simultaneously in the School. Donations drives may include the collection of books, clothing, food, personal care items, etc. Collection bins will be kept in McGregor Commons and items for the drives must be collected frequently by the sponsoring student or organization. To schedule a donation drive, to login to the **SSW Reservation System** **at least two weeks prior to the first day of the drive**. The request should include the following information:

- Purpose of the drive
- Sponsoring student/organizations' contact information
- Duration of the drive
- Items to be collected
- Intended purposes for donated items
- Any other information that is pertinent to the request

School of Social Work Hours

Building hours:	Lower Level hours:
M-F 7am-10pm	M-F 7:45am-10pm
Sat. 8am-5pm	Sat. 9am-5pm
Sun. 8am-10pm	Sun. 9am-10pm

*Please note: events in the Educational Conference Center – Room 1840 must end 30 minutes prior the building closing time.