

**Spring 2025 Space Management**  
**Request for Academic Affairs Studio Classrooms (ARC 1010, ARC 1011, LIB 53)**  
**Request for University Collaborative Classroom (DLN 1010)**

Spring 2025 requests for use of ARC 1010 (72 seats), ARC 1011 (60 seats) and LIB 53 (48 seats) studio classrooms for full-term video streamed classes and the DLN 1010 (55 seats) University collaborative classroom for full-term classes must be submitted to [Space Management](#) by **Friday, April 19, 2024**. Requests meeting the deadline will be given priority. Requests received after this date will be considered on a first come first served basis. Please list your requests on the form by priority order.

NOTE: Spring 2025 class sections must be scheduled in CMS with day, time, and planned enrollment greater than zero for consideration. It is recommended to assign a facility within your region allocation for relevant class sections as a place holder. Approval for use of facilities will be made by Academic Affairs and based on priority requests submitted, need for facility equipment and features, efficient facility utilization, and compliance to standard meeting patterns. Space Management will notify your department of the approval decision and assign relevant classrooms accordingly.

<b>Date:</b>		<b>Department:</b>				
<b>REQUEST FOR ACADEMIC AFFAIRS STUDIO CLASSROOMS (ARC 1010, ARC 1011, LIB 53)</b>						
Course-Section	Days/Times in CMS	Planned Enrollment in CMS	Instructor	Classroom Currently Assigned	Video Streamed?	Studio Classroom 1 <sup>st</sup> Choice
Example: HIST 150-01	MWF 9:00-9:50 am	40	Instructor Name	LIB 126	Yes	LIB 53
<b>REQUEST FOR UNIVERSITY COLLABORATIVE CLASSROOM (DLN 1010)</b>						
Course-Section	Days/Times in CMS	Planned Enrollment in CMS	Instructor	Classroom Currently Assigned		