

SPACE RESERVATION PROCESS AND GUIDELINES



UCF DOWNTOWN

SHARED SPACES AT UCF DOWNTOWN

UCF Downtown provides access to shared spaces for university students, staff, faculty, alumni and the campus community. The room reservation process is intended to be fast and easy. The campus is designed to support users who bring their own device and spaces are equipped to be compatible with any mobile device.

UCF Downtown follows the university's [semester schedule](#) and its holidays. Some restrictions may apply during specific times of the semester.

Overview of Scheduling Spaces

- › There are four types of spaces available at UCF Downtown with three different ways to schedule: same day, collaborative and central scheduling.
 - » Same day scheduling applies to group study and meeting rooms.
 - » Collaborative scheduling allows for same day or advanced scheduling using Microsoft Outlook.
 - » Central scheduling is for classrooms and special events and require advanced scheduling through an online form.
- › All requests are processed in the order they are received, on a non-recurring basis.
- › For general room reservation assistance, contact dtscheduling@ucf.edu.

Room Guidelines

- › Rooms must be left in the same condition or better than they were upon entering.
- › When reserving a room, please account for any necessary set-up and clean-up time, if applicable. This will allow the next group to start their meeting without delay.
- › Excessive noise or disruptive behavior may result in forfeiting the rights to reserve space at UCF Downtown.

Audio-Visual Assistance

If you have any issues connecting to the AV technology, please call the IT Help Desk at (407) 823-5117. An on-site technician will be able to assist.

Parking

A UCF parking permit is required to park in UCF Downtown lots and garages. Hourly metered parking is also available on-street around the campus. Please visit ucf.edu/downtown for more details about parking at UCF Downtown. If you have a special event, contact Parking Services at (407) 235-3650.

SPACES

Same Day Scheduling

These rooms are available for same-day scheduling using a touch panel outside of each room.

Group Study Rooms

Pg. 4

Small- and medium-sized for primary use by students. Advance reservations can only be made within 24-hours of the requested time slot.

Collaborative Scheduling

These rooms are available for same-day or advanced scheduling by a designated department representative using Microsoft Outlook.

Meeting Rooms

Pg. 5

Small to large-sized rooms for faculty and staff use only. Reservations can be made the same day or up to four months in advance. All rooms are equipped with A/V; some variations may apply.

Central Scheduling

The following rooms must be scheduled in advance through this special request form:

<https://ucfdt.wufoo.com/forms/space-reservation-special-request-form/>

Classrooms

Pg. 6-8

Small-, medium- and large-sized active learning style classrooms available for student, faculty and staff use. Reservations are available one month prior to the start of the academic semester through an online form.

Specialty Meeting Spaces
























































Pg. 9

Large-sized rooms and open spaces available for student, faculty and staff use. Rooms can be reserved for small-scale events and require advance reservation through an online form. Occupancy varies depending on room set up.

GROUP STUDY ROOMS



These rooms are available for same-day scheduling using a touch panel outside of each room.

- › Each group can reserve rooms for a maximum of 120 minutes per reservation.
- › To cancel your request, simply touch “end meeting” using the touch panel outside of the room. If you are unable to cancel directly, please email dtscheduling@ucf.edu.


Building	Seating	In the Room	What You Need
DPAC 150A	4	  	
DPAC 150B	4	  	
DPAC 150C	5	  	
DPAC 150F	4	  	
DPAC 150G	4	  	
DPAC 153A	6	  	
DPAC 153B	7	  	
DPAC 153C	6	  	
DPAC 170A	5	  	
DPAC 170B	5	  	
DPAC 170C	5	  	
DPAC 213	3	 	
UWCV 304	5	  	
UWCV 305	5	  	
UWCV 312	5	  	
UWCV 313	5	  	

Key

Furniture

-  Conference Table
-  Table and Chairs

Technology
























































-  Flat-screen TV
-  Wi-Fi
-  Laptop
(or other mobile device)

MEETING ROOMS

These rooms are available for same-day or advanced scheduling by a designated department representative using Microsoft Outlook.

- › Requests are processed in the order they are received, on a non-recurring basis, via calendar appointment through Microsoft Outlook (ex: DPAC-157@ucf.edu).**
- › To cancel a request, simply decline the calendar appointment directly from your calendar, or touch “end meeting” using the touch panel outside of the room. If unable to cancel directly, please email dtscheduling@ucf.edu.



****Staff, faculty and students within downtown campus departments will receive reservation priority.**

DPAC	Seating	In the Room	What You Need
157	13	    	
161A	17	    	
206	6	   	
214	2	   	
256	3	   	
256A	8	    	
325	3	   	
425	16	    	
451	14	    	
452	3	   	

CMB	Seating	In the Room	What You Need
126	12	  	

Key

Furniture

-  Conference Table
-  Varied Furniture

Technology




















































































































































-  Crestron Mercury™
-  Skype for Business
-  Flat-screen TV
-  Laptop
(or other mobile device)
-  Wi-Fi

CLASSROOMS





















































The following rooms must be scheduled in advance through this special request form:
<https://ucfdt.wufoo.com/forms/space-reservation-special-request-form/>




































All classrooms are Assisted Listening compatible.

- › Reservations are available one month prior to the start of the academic semester.
- › Reservations are processed in the order that they are received.
- › To make a change to or cancel a reservation please email dtscheduling@ucf.edu.

DPAC	Seating	In the Room							Optional
102	83								
106	90								
106A	90								
106/A	180								
152	54								
154	52								
168	78								
169	54								
169A	50								
169/A	104								
171	53								
201	30								
202	32								
205	36								
207	53								
210	50								
215	48								
218	30								
251	34								
252	32								



CLASSROOMS

DPAC	Seating	In the Room						Optional
254	32							
255	49							
276	48							
277	34							
278	37							
279	30							
454	24							
455	24							








CMB	Seating	In the Room						Optional
182A	80							
182B	140							
182A/B	220							
127	91							
116	40							

Key

Furniture

-  Student Desks
-  Varied Furniture

Technology







































































-  Computer
-  Document Camera
-  Flat-screen TV
-  HDMI and USB-C
-  Laptop
(or other mobile device)
-  Projector
-  Wi-Fi

CLASSROOMS

The following rooms must be scheduled in advance through this special request form:
<https://ucfdt.wufoo.com/forms/space-reservation-special-request-form/>

All classrooms are Assisted Listening and Intel Unite® compatible.













- › Reservations are available one month prior to the start of the academic semester.
- › Reservations are processed in the order that they are received.
- › To make a change to or cancel a reservation please email dtscheduling@ucf.edu.

UWCV	Seating	In the Room						Optional
302	36							
303	36							
306	32							
311	36							
402	28							
403	28							
408	30							
411	30							
506	30							
507	30							




SPECIALTY MEETING SPACES

The following specialty spaces must be scheduled in advance through this special request form: <https://ucfdt.wufoo.com/forms/space-reservation-special-request-form/>

- › Reservations are available one month prior to the start of the academic semester.
- › Reservations are processed in the order that they are received.
- › After the request is submitted via the online form, a confirmation from the downtown scheduling team will follow. Until a confirmation is received, the room is not confirmed.
- › To make a change to or cancel a reservation please email dtscheduling@ucf.edu.
- › Room layout and A/V needs must be provided at least three weeks before the event. Any same-day requests or changes may be subject to an up-charge.
- › For set-up and clean-up services, please refer to the facilities form: <http://fo.ucf.edu/events>
- › A fee may apply for weekend events.

DPAC	Seating	In the Room	What You Need
101 Lobby East	38	 	
107 Parramore Room	40	 	
150 Lobby West	70	 	
161 Court Room	90	 	
400V West Patio	40		
400W East Patio	40		

CMB	Seating	In the Room	What You Need
Lobby	150	 	

UWCV	Seating	In the Room	What You Need
111 Multipurpose Room	90	 	

Key

Furniture



Varied Furniture

Technology



Laptop
(or other mobile device)



Wi-Fi

IN-ROOM USER GUIDE



The Crestron Mercury™ system is a native Skype for Business tool. In some rooms, a computer is not required to enable a Skype call.

While using the room, keep an eye on the Mercury display for a timer of your meeting. The display shows how much time you have left until your meeting is over and the next meeting begins.

Usage Notes



To enable a call, select the “Join Meeting” button on the screen. Don’t see a “join” button on the screen? You can create a Skype Meeting in Outlook and join from your device.

For help with AV, please call the IT Help Desk at (407) 823-5117 and press option 5. An on-site technician will be able to assist.



To enable a video call, plug in your device and select the Logitech camera in the Skype for Business tools.

First time users that need video will need to set up the camera manually through their settings.



Make sure your microphone is not muted. The green light indicates the microphone is active. The red light indicates the microphone is muted.



You can pair your device to the Mercury at any time during your call.



AirMedia® wireless connection enables you to share your screen with the group. In order to access this function, you must download the AirMedia app on your device. Use the code that appears on the bottom left side of the screen to gain room access to the TV screen.