

RE: Biden School Room Reservation Policy

This document serves as guidance for the Biden School's policy relating to reserving meeting space within Graham Hall.

- Conference space is available for faculty, staff, and students to reserve for meetings and/or events.
 - The following rooms may be available for individuals to reserve:
 - Graham Hall 176 (max capacity of 15)
 - Graham Hall 185 (max capacity of 25)
 - Graham Hall 187 (max capacity of 28)
 - Graham Hall 278A (max capacity of 10)
- Space must be reserved by emailing biden-roomreservation@udel.edu.
 - It is expected that your request will receive a response within 48 hours or two business days of submission.
 - Subject lines should include your name, title of your meeting and the date of when the meeting is occurring, i.e. "Bell: Administrative Meeting 01-15-2024".
 - If your request is urgent, please begin your subject line with URGENT, i.e. "URGENT Bell: Administrative Meeting 01-15-2024."
 - In your email, please provide the purpose of your meeting; meeting date, time and, duration; list of room preference.
 - We ask that you list at least two spaces you would like to reserve in order of preference.
- Once your request has been received and processed by a member of our administrative team, you will receive confirmation of your reservation information.
- Priority will be given to the following meeting types;
 - Academic class meetings (scheduled in CLSS to meet in Biden School space)
 - Recurring meetings for academic courses outside of the standard meeting pattern (study groups, discussions, etc.) will be subject to review prior to scheduling.
 - Biden School Monthly Faculty Meetings
 - Dean and Deputy Dean related meetings.
 - Official student organization meetings and events.
- Recurring meetings (i.e. every Thursday, every 1st Thursday, etc.) will be subject to review and may require further justification.
- Reservations are subject to change.

For questions related to room reservations, please contact the Business Administrator II.

Last updated: 01/08/2024

Last reviewed by: James Bell

Date for updated review: August 2025