

Reserving Classrooms

Registered Student Organizations – Contact Campus Scheduling & OU Reserve for centrally controlled classrooms, conference rooms, Union Spaces, Meacham, Jim Thorpe, etc.

OU Reserve User Guide: <https://ou.edu/scheduling/reserve/oureserve/faq>

OU Reserve Home: <https://ou.emscloudservice.com/web/>

Outside groups must receive reservation approval before coming to campus.

Faculty/Staff/University Departments – Contact Classroom-management@ou.edu by email

*Guest Speakers, recurring reservations, seminar/colloquia, review/study sessions, staff meetings, evening exams, uniform finals, etc.

Centrally controlled classrooms only, no catering, no food or drinks allowed in classrooms.

Please provide the following information for reservation requests to Classroom Management:

Event Title	# of rooms needed	Capacity needed	Building/Region Preference or type of room	Start date	End date	Days	Start Time	End Time

Departments and faculty may contact the Office of Classroom Management at classroom-management@ou.edu to reserve centrally controlled classrooms for reviews, exams, or any academic related events for any future semester if the event/reservation begins at 4:30 PM or later. Regularly scheduled classes have priority on room assignments, therefore other academic activities beginning between 7:30 a.m. - 4:30 p.m. Monday-Friday will not be scheduled until beginning the third week of the semester. This process allows Classroom Management the ability to move classes around as necessary to accommodate class sizes or equipment requirements changes before scheduling additional reservations.