# Reserving your venue at the Tuck School

Contacts:

* For academic room reservations contact the MBAPO.
* For all other reservations, use web viewer to request your space. If it is within 24-hours, email tuck.facilities@dartmouth.edu.

Instructions:

* You can research room availability and place a request using web viewer. <http://oracle-www.dartmouth.edu/dart/groucho/dartr25_wvprod.startup>
* If it’s within 24 hours, e-mail tuck.facilities@dartmouth.edu with the following information:
	+ - Contact person
		- Organization or Sponsoring Dept.
		- Event Title
		- Dates
		- Start & End time
		- Set-up & take-down times
		- Locations

Processing:

* We process space requests in a timely manner and after classroom bookings for the term are completed.
* Multiple requests will be processed after classroom bookings for the term are completed. Tuck annual events are then scheduled and confirmed.
* Priorities for scheduling Tuck spaces are based on the importance of the event to the Tuck mission. Our office will take into consideration the number of people participating and the specific needs to insure optimal utilization.
* The room is not finalized until you receive an email confirmation from us.

There are spaces at Tuck that, because they were designed for a specific use, cannot be reserved through web viewer or our office. The spaces are Volanakis seminar room in Buchanan, Conway seminar room in Tuck Hall, Executive-in-Residence suite in Chase Hall, Hogan leadership library in Achtmeyer, McKane fitness room in Achtmeyer and Taisho seminar room in Woodbury Hall. Below is information on how to reserve these spaces.

Volanakis seminar room in Buchanan 051 was designed primarily for use by Tuck faculty as a lounge, meeting room, and seminar room. This room is to be used only by Tuck faculty and for faculty events. Please do not use this room for any meetings or functions unless you have first checked the Outlook calendar, obtained approval from Dean's office and have booked your reservation on the calendar. The Outlook calendar is not available for everyone because as always, this room is reserved for faculty. The calendar is available for booking by Tuck faculty and academic coordinators. If you have any questions about the use of the room, please contact Deb Adams, Tuck 108A, 646-2801.

The Conway seminar room was designed primarily for use by the Dean's office and faculty seminars, but is also available for meetings when available. Conway can be reserved on the physical calendar that sits on Deb Adams desk in Tuck 108A.

The Executive-in Residence suite in Chase Hall and the Hogan leadership library in Achtmeyer were designed primarily for use by the Visiting Executive Program. The EIR suite and Hogan Library can be reserved through Cyndi Falzarano, 646-2217 or Cynthia.L.Falzarano@tuck.dartmouth.edu

The McKane fitness room in Achtmeyer is a beautiful 490 sq. ft. studio offering a variety of wellness classes and can be reserved by contacting the MBA Program Office, 646-3938, MBA.Program.Office@Tuck.Dartmouth.edu. This space is available for drop-in activities by the Tuck community: students, partners and faculty/staff. Users of the facility are asked to adhere to the [Fitness Room Use Policies](http://facilities.tuck.dartmouth.edu/images/uploads/clubs/facilities/Fitness_Room_Policies.pdf)and [Teaching a Class in the McKane Fitness Room](http://facilities.tuck.dartmouth.edu/images/uploads/clubs/facilities/Teaching_in_McKane_Fitness_Room.pdf) policy.

The Taisho seminar room was designed primarily for use by the research centers housed in Woodbury. Taisho may be reserved for other uses under the following conditions: (a) within 24 hours of the reservation time, (b) after a good faith effort has been made to reserve another space, (c) for no longer than 2 hours, (d) for a minimum of 3 people and a maximum of 12, (e) for an event that does not require catering or AV support. Please contact one of following individuals to reserve Taisho: Leslie Tait, Paula Tilson, or Kate LeBrun. If you do not get a response within a couple of hours, contact someone else on the list.