**DVM Student Room Scheduling**

1. To reserve a general assignment classroom anywhere on campus, two options exist:
   a. Members of SCAVMA, a CSU-recognized student organization, may use the Registrar's Office website.
   b. Individuals who are not associated with SCAVMA must contact Allyce Lobdell in the CVMBS office for assistance at (970) 491-1708 or Allyce.Lobdell@colostate.edu.

1. To reserve either Anatomy/Zoology W118 or Pathology 101 during noon–1 p.m. weekdays, please use the scheduling system through the following links:

   **DVM Student Events - Anatomy/Zoology W-118 –**
   **Tuesdays 12-1 p.m.**

   **DVM Student Events - Pathology 101 –**
   **Mondays, Wednesdays, Fridays: 12-1 p.m.**

2. If you need a room at the South Campus (VTH, DMC, and ACC), contact the following:
   a. VTH / ACC – Amy Marso, 970 297-1274, Amy.Marso@colostate.edu
   b. DMC – Michelle Miller, 970-297-5226, Connie.Heighes@colostate.edu

Please be aware that when you schedule a room on the CSU Campus for ANY DVM student activity, the DVM student organization is required to follow the University Classroom Policy and WILL BE HELD responsible for:

“Any cleanup and/or damage to the room your organization reserves will be the responsibility of your organization. If CSU Facilities has to expend extratime and/or money to clean or repair any damage during your use of the room, your organization will be charged. Extra cleaning or failure to provide an accurate description of your event may result in the loss of privilege to use classrooms in the future.” (University Classroom Use Policy)

It is a privilege for our students to use University Classrooms WITHOUT rental fees. However, if any of these events abuse the University Classroom Use Policy, DVM student organizations may no longer be allowed to use the University Classrooms for future events.

PLEASE BE REMINDED THAT FOOD and BEVERAGES are NOT allowed in the classrooms. When planning your events, please be clear on what equipment you may need for presenters or displays. Any of the CVMBS room scheduling contacts can help you prior to the date of your event. Please be sure to make reservations at least two weeks in advance. And after the event please remember AGAIN: “LEAVE NO TRACE!”