



# Space Management Initiatives

In response to the COVID-19 pandemic, all rooms on campus have reduced capacities. The university has developed several new initiatives to ensure students have space available for either academic or social purposes.

## Open Use Rooms

Signage will be posted outside of *most* classrooms with a QR code linking to a daily room schedule. If nothing is scheduled at their desired time, students are welcome to use the space in a socially distant manner. These rooms are available on a first-come, first-served basis and are open to multiple students at once.

## Zoom Rooms

The university has designated large classrooms across campus for students who need a space to take a remote class. To view a schedule of available rooms, please visit [case.edu/zoomrooms](https://case.edu/zoomrooms). These rooms are available on a first-come, first-served basis and are open to multiple students at once. Headphones are required.

## Seat Selections

Students interested in studying at the Kelvin Smith Library and the Judge Ben C. Green Law Library should go to their respective websites to see available seat inventories and make requests in advance.

## Same-day Reservations

Students now have the option to reserve *some* rooms on campus without approval from a venue manager. These spaces are intended for individual students or small groups to have the entire space to themselves. Students should visit [case.edu/reservations](https://case.edu/reservations) and select the "Same-day Reservations" form. It allows students to make a reservation for that day only, up to two hours in length, and is automatically approved.

## Outdoor "Rooms"

Students wishing to reserve an outdoor space should visit [case.edu/reservations](https://case.edu/reservations) and select the "Non-academic Spaces" form, filtering the room type to "Outdoor." A tent has been erected at East Bell Commons (Zone 1) that can also be reserved for social activities. Student organizations are required to submit an Operations Programming Plan to the Office of Student Activities & Leadership.

## Questions?

Email [emshelp@case.edu](mailto:emshelp@case.edu) for assistance.