

MU Employees seeking to reserve space for an in-person **meeting OR event** on behalf of your department must submit a request via email to Ann Marie Sirianni, Central Scheduling Assistant at asiriann@monmouth.edu. Please include room choice, date and time of meeting, title of meeting, and number of attendees (include internal vs. external attendee breakdown). Each request will be reviewed individually and in the order in which they are received. Please note that due to capacity changes an alternate space may be recommended.

MU Faculty Members seeking to reserve classroom space related to your in-person class, please contact the Registrar's Office via email to Clementine Stevenson at cstevens@monmouth.edu or Debbie Mellish at mellish@monmouth.edu. Please include room choice, your course title and course number/section (if appropriate), the dates/times you would like space reserved and the number of students that will be in attendance. Please note that due to capacity changes an alternate space may be scheduled.

For more information regarding support services, capacities, guidelines for safe use of space, and guest tracking policy please visit the [MU Employee and Faculty](#) info page.