

6. Room and Equipment Reservations

University General Use Classrooms

- Reserve general use classrooms through facilities by completing the [Building Request Form](#).
- Questions concerning classroom reservations should be directed to Chazs Jackson in facilities at rooms@ksu.edu or (785) 532-1712.

College of Engineering Room Reservation Guide - The [guide](#) contains photos and detailed information for each space/room

College of Engineering Classrooms – Email engg-rooms@k-state.edu or visit the ERGP office in 1042 Rathbone Hall to reserve the following rooms:

- 1107 Fiedler Hall – Fiedler Auditorium (150)
 - 1109 Engineering Hall – Engineering Hall Auditorium (251)
 - 1064 Rathbone Hall (24)
 - 1027 Durland Hall (50)
 - 1032 Durland Hall (18)
 - 0093 Engineering Hall (64)
 - 0096 Engineering Hall (28)
 - 0097 Engineering Hall (36)
- } Recording rooms are not for general student organization use.

College of Engineering Conference Rooms, Atriums and Plazas – Email engg-rooms@k-state.edu or visit the dean’s office in 1046 Rathbone Hall to reserve these rooms:

- Engineering Hall First-Floor Atrium
- Engineering Hall Ground-Floor Atrium
- Engineering Hall Main Plaza
- Engineering Hall Rain Garden Plaza
- Fiedler-Rathbone Atrium
- 1094 Fiedler Hall – Edwards Conference Room (18)
- 1044 Rathbone Hall – Conference Room (16)

Equipment – Visit the dean’s office in 1046 Rathbone or email [Lane Swanson](#) to reserve the following equipment:

- eight-foot tables
- cocktail tables
- chairs
- easels
- signs