

IBS Meeting Room Reservations FAQs

For detailed information on the room policies, please read the Meeting Room Expectations (available via link on the Meeting Room Reservations page).

1. What if I want to schedule a meeting but the room isn't available?
 - a. The Outlook system will not let you reserve a room if it isn't available. You can look at the other room calendars (or use the scheduling/availability option) to find a room that is available.
2. What if I have a recurring meeting and there are conflicts on only one or maybe a couple meeting days/times, will I be able to book the recurring meeting?
 - a. Chances are we can still accommodate your recurring meeting – it just might have to go in another meeting room. You will have to fill out the [Google Form](#) and the IBS Administrative Coordinator will add the meeting for you, while making whatever room changes/adjustments as necessary. You will still receive the Outlook meeting calendar notifications once we add it to the meeting room calendar.
3. I'm not a CU Staff/Faculty/Student – can I use IBS Meeting Rooms?
 - a. IBS Meeting Rooms can only be reserved by CU Staff/Faculty/Students. Outside groups can email ibs-contact@colorado.edu for more information on using our space.
4. I don't use Outlook, how can I reserve a meeting room?
 - a. You can always use our [Google Form](#) to reserve a meeting room. We will add the meeting to the calendar, which will still send you an Outlook meeting request, at which point you then know the meeting has been confirmed on the calendar.
5. Are there any restrictions to reserving rooms?
 - a. There are a few restrictions.
 - i. To ensure that IBS faculty and staff have priority reservations, there is a Reservation Restriction schedule in place. External groups can only reserve rooms for semesters a month before the semester starts, no earlier.
 1. Fall Semester (Aug-Jan) – Rooms held for IBS internal use until July 15.
 2. Spring Semester (Jan-May) – Rooms held for IBS internal use until December 15.
 3. Summer (May-Aug) – Rooms held for IBS internal use until April 15.
 - ii. There is also a restriction on the use of Meeting Room 155B – it is for IBS use only Mon-Fri until 5pm. External groups may use this meeting room after 5pm and on weekends. Exceptions must be approved by the Director or Board of IBS.
 - iii. Recurring meetings can only be reserved for one year from the initial meeting date, this is to prevent the rooms from being scheduled too far out in advance and people forgetting that they have the room reserved (which then would mean others couldn't use it).
6. Can I reserve multiple rooms for the same event/meeting?
 - a. Yes, you can add multiple rooms via the Outlook meeting (“Required” or “Location”). Please note that 155B does have a restriction for IBS only until 5pm on weekdays.