

Department of Astronomy and Astrophysics Room Reservation Policy

Students in the Department of Astronomy and Astrophysics may reserve rooms controlled by Astronomy and Astrophysics on a first-come, first-served basis using the department's room booking system - [Eckhardt Research Center Room Reservation system](#). Priority will be given to courses, department sponsored events, group meetings, workshops and other departmental business. Room reservations must fall within the building's operating hours. If after hours, the reservation must be approved by the Department Administrator, or Student Affairs Administrator.

All room requests related to Union matters (for the purposes of administering the Collective Bargaining Agreement between the University and GSU-UE) should instead be sent to the UChicagoGRAD Room Reservation Form ([GSU Steward Room Request Form](#)).