



SCHOOL OF SOCIAL WORK

COMMUNITY ACTION & SOCIAL CHANGE

UNIVERSITY OF MICHIGAN

CASC Room Request Overview

CASC is committed to supporting room reservation requests for declared CASC students conducting action projects or other related events through, CASC minor course offerings and programs sponsored by registered student organizations. The following internal document outlines the process for undergraduate minor student reservation requests in the School of Social Work building for programs, events, and related planning meetings. Below is an outline of the *type* of request the CASC office can support, and the process for students to submit requests.

Room Request Options

Room requests are solely available to CASC minor students who are (a) planning or implementing an action project as a part of the CASC Minor course, (b) organizing an action oriented program through a student organization that is registered with the Center for Campus Involvement, and (c) sponsored and coordinated by the CASC student board. Submissions will be promptly reviewed and **tentatively** approved by CASC program staff. Final approval is designated by SSW Facilities.

****Due to limited capacity of room reservations, CASC sponsored programs and CASC course project reservations will be prioritized. Additionally, students are not permitted to reserve the Educational Conference Center (Room 1840)**

1. *CASC Minor Courses:*
 - a. Declared CASC Minor Student
 - b. Submit Online [Reservation Request Form](#)
 - c. List Intended Use of Space
 - d. List Instructor Name
 - e. List Course Number
2. *Student Organizations:*
 - a. Declared CASC Minor Student
 - b. Submit Online [Reservation Request Form](#)
 - c. List Intended Use of Space
 - d. Organizations are NOT Required to Register with Office of Student Services
3. *CASC Student Board:*
 - a. Submit email request to student board advisor, and advisor will request room reservation on behalf of student board.

Room Request Process

1. CASC students will fill out online [reservation request form](#) which will be sent to the cascminor@umich.edu email account for Program Manager's approval.
2. Using the special "CASC" filter in the reservation system, program staff will designate a "tentative approval/denial" based on the student affiliation with CASC.

3. School of Social Work Facilities will have final approval or space requests*

*The Educational Conference Center is always unavailable for CASC student reservations.

Reservation questions or cancellations should be emailed to cascminor@umich.edu or sswfacilities@umich.edu. The official UM School of Social Work [Room Reservation Policy](#) can be found online.