ASPIRE Room Information Screen
Section 1 – Room Owner/User & Room Occupant Reservation

All rooms have a department “owner” and department “user”. Room use can be for a pre-defined time or for an undefined period of time as agreed upon by the departmental Deans/Chairs/Directors of the space in question. The using department may occupy the space; however, the space management is done by the owning department within the ASPIRE system.

To change the owner of a room

Dean/Chair/Director holding current ownership of the room sends email to aspire@mtu.edu requesting the change. In the email please include:
- building name
- room number
- department name the ownership is being transferred to
- any additional comments regarding the change

To change the user of a room

Space Coordinator holding current ownership of the room sends email to aspire@mtu.edu requesting the change. In the email please include:
- building name
- room number
- department name the ownership is being transferred to
- any additional comments regarding the change

To reserve a room for a future occupant

Space Coordinator holding current ownership of the room sends email to aspire@mtu.edu requesting the room reservation. In the email please include:
- building name
- room number
- anticipated date of occupancy
- any additional comments regarding the change
- name of occupant (if available)
- indicate whether room is for a new faculty/staff position

The room data will centrally updated within 1-2 business days for all requested changes submitted to aspire@mtu.edu. Appropriate parties will be notified when requests have been completed.