

CLASSROOM SCHEDULING POLICIES & PROCEDURES

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CLASSROOM SCHEDULING POLICIES & PROCEDURES

I. General Principle

The Office of the Registrar, Classroom Scheduling, coordinates approximately 222 general assignment classrooms. Our purpose is to meet the needs for the schedule of courses and maximize classroom utilization for such. Since regularly scheduled classes do not utilize the rooms entirely, special reservations will be taken for times when the rooms are not in use, subject to building hours and the University policy on Use of Facilities approved by Central Administration. Further detail can be found in Part V, Chapter 35, of The University of Iowa Operations Manual, <http://www.uiowa.edu/our/opmanual/v/35.htm>.

The following shall be considered an administrative interpretation of this policy and will be used as a general guide for determining whether organizations will be assigned the use of a general assignment classroom and whether a fee is applicable.

II. Definition of Uses

The concept of primary use is defined and adopted in the University Operations Manual. Primary uses include established student, faculty, and staff activities which are part of the course of regular University business, including classroom activities, faculty and staff work and research activities, University committee meetings, regular meetings of University-wide student government, and other activities necessary to and part of the regular conduct of University business which occurs in space assigned for use during normal operating hours of the facility.

Non-primary uses include all uses of University facilities which are neither primary uses nor casual uses.

Casual use means spontaneous use of University facilities for which there is no prior promotion, solicitation, or purposeful attempt to attract the public.

III. Eligibility

There are three categories of users eligible to use University facilities: Primary users, e.g., academic or departmental activities; University-affiliated, non-primary users, e.g., approved student organizations, and Non-University affiliated users, e.g., community non-profit organizations. University facilities are dedicated to primary uses within the institution. However, facilities can be reserved for other uses provided the uses are consistent with the University's mission. The following are usages that meet this definition:

- A. The proposed use is appropriately sponsored by an academic department, recognized student, staff, or faculty organization by the University, and is open to the University community.
 1. All student organizations which are recognized and part of Student Government or approved by Activities Board may use University facilities subject to the precedence of regular academic activity and to adherence to all applicable rules and regulations.
- B. The proposed use contributes directly to the established academic program or the outreach efforts of the University which is academic or educational in nature.
- C. The proposed use is for an activity/meeting that is NON-profit making in a commercial sense and does not involve the selling of commercial products or services to students or staff.
- D. The proposed use must not conflict with any scheduled or anticipated primary uses.
 1. Non-University affiliated users must submit in writing any requests for use of facilities to the Office of the Registrar, stating the dates and times of the requested use.

2. Reservations will be taken for special events for Non-University affiliated users subject to approval by the Office of the Registrar, the availability of facilities, and compliance of University policies governing the use of facilities.

E. Adequate space and support services must be available and use must meet all fire and safety codes and not present danger to persons or University facilities.

F. All users must make arrangements and provide proof that they have the ability to pay for any assessed charges for use of University facilities. These charges may include usage fees as well as required support services.

IV. Application and Approval

Classroom Scheduling coordinates schedules for 222 general assignment classrooms located on main campus. In addition, Classroom Scheduling satellite schedules five conference rooms located in Oakdale Hall on the Oakdale Campus. Reservations for these facilities can be made by phone at 335-1243 or via a departmental web form at <http://classrooms.uiowa.edu/>. However, users are not limited to use of the classroom or conference room pool for campus activities. In fact, we encourage the use of other University facilities based on administrative policy of the controlling department due to our primary scheduling function of the schedule of courses. Application for proposed uses should be made to the following departments.

Departmental Scheduling Contact	Location of University Facility
Event Services	IMU and Danforth Chapel
VP for Students Services	Outside facilities; including Pentacrest & Kautz Plaza
Office of the Provost	General Assignment Classrooms
Facilities Management	All other University facilities

In Part V, Chapter 35, of The University of Iowa Operations Manual, the following guidelines have been outlined and therefore incorporated in the operating procedures for Classroom Scheduling. The policy grants decisions regarding scheduling, space allocation, rates, facilities use, application deadlines, and all other matters relating to proposed uses of University facilities by non-primary users be made by the office to which application for use is made. Application for a proposed non-primary use that involves multiple University facilities may be made to the offices specified above.

In approving a proposed non-primary use, the office to which application is made may specify such conditions of the proposed use as is deemed advisable. An application may be denied for failure of the applicant to provide full and accurate information as requested.

V. Charges and Conditions

University policy defines "University facilities", as used herein and established eligibility for their use. (See University Operations Manual, Part V, Chapter 35). This document guides procedures which will be used by this office to determine the use of classroom facilities and to prescribe other conditions controlling the use of facilities.

VI. Conditions of Use

- A. Recognized student organizations are to utilize suitable facilities when available in the Iowa Memorial Union.
- B. Failure to obtain approval for the use of facilities or violations of applicable University regulations during use may result in the withdrawal of any future privilege of use.
- C. Reservations ordinarily will not be made for the use of facilities on any official University Holiday. Under extraordinary circumstances, the Office of the Registrar may approve exceptions.
- D. Approval for the use of facilities is final only upon payment of specified charges and/or damage deposit if required by the Office of the Registrar.

VII. Fees and Rent

All Non-University affiliated users will be charged rent for the use of the space. In addition, all users will be charged for the direct out-of-pocket costs to the University resulting from use. Typically, these costs are billed as custodial charges. Effective April 8, 2009, Primary and University affiliated users will *no* longer be assessed rental charges for general assignment classroom space usage.

The Office of the Registrar may waive rental or custodial charges in special circumstances if the condition(s) warrant such a waiver.

Space is reserved on an "as is" condition. Special requested set-ups such as stage arrangements or additional audio visual services will be charged to the user at actual cost. The user is responsible for making necessary arrangements with University service providers suggested by Classroom Scheduling. Outside vendors may be used only when approved by the University department providing oversight of the actual service; i.e., Classroom Technology Support. Vendor approval for audio visual services must be obtained by the user from the Manager of Classroom Technology Support prior to service contract arrangements.

The basic rental unit charge for a facility is calculated on a per seat or per square foot of space according to the space operation and maintenance cost experience of the University.

The basic rental unit charge, when applicable, entitles the user up to four hours of continued facility use. Non-University affiliated users will be charged a prevailing rental rate schedule.

- A. There will be no rental charge for the use of facilities for primary uses, regardless of hours used.
- B. There will be no rental charge for the use of facilities for non-primary uses sponsored by University affiliated users regardless of hours used.
- C. University affiliated users who charge admission to non-primary uses will not be charged the basic rental unit charge.
- D. Non-University affiliated users who do not charge admission to the event will be charged at 1.5 times the basic rental unit charge, based on four hours of continued use.
- E. Non-University affiliated users who charge admission to the event will be charged at 3 times the basic rental unit charge, based on four hours of continued use.

Classroom Scheduling Rental Unit Charge Structure

Eligibility	0 - 4 Hours of Continued Use	4+ - 8 Hours of Continued Use	8+ - 12 Hours of Continued Use
<u>Primary Use</u> : academic classes, workshops, University committee meetings, required film screenings	No Rental Charge	No Rental Charge	No Rental Charge
<u>Non-Primary Uses</u> : concerts, student meetings Univ. Affiliated	No Rental Charge	No Rental Charge	No Rental Charge
Non-Univ. Affiliated No Income	1.5 x Basic Rental Unit	2.25 x Basic Rental Unit	3 x Basic Rental Unit
Non-Univ. Affiliated With Income	3 x Basic Rental Unit	4.5 x Basic Rental Unit	6 x Basic Rental Unit

These rates are effective beginning September 15, 1991. This list below contains some of the more frequently used rooms and the current applicable basic rental unit charges. The basic rental unit charges provide for Non-University affiliated use on a prevailing rental rate schedule based on hours of continuous use.

When the charge is on a per seat basis, the official records in Classroom Scheduling are used to determine seating capacity of the room. This data can be found on the Classroom Scheduling web site at <http://classrooms.uiowa.edu/>. The room is available on an as-is classroom basis. No other configurations of the space will be possible. Fees for special arrangements will be charged to the user at prevailing University of Iowa rates. The user is responsible for making any special arrangements directly with the University of Iowa service provider suggested by Classroom Scheduling. Any out-of-pocket costs resulting from the use of the room will also be charged to the user at cost. See Section IX, Cost Resulting From Use, for additional custodial and/or audio visual charge assessment.

Rooms under 100 seats \$20 per room

Rooms 100 seats and over \$.20 per seat (see below for examples)

Room/Building	Seats	Basic Rental Unit Charge
225 CB	395	\$79.00
101 BCSB	129	\$25.80
Sham LIB	216	\$43.20
Aud MH	760	\$152.00
W10 PBB	387	\$77.40
W151 PBB	156	\$31.20
C20 PC	400	\$80.00
100 PH	310	\$62.00
LR1 VAN	304	\$60.80
LR2 VAN	153	\$30.60

VIII. Costs Resulting From Use

- A. All uses of space, whether University affiliated or not, whether for primary use or non-primary use, will be charged for any out-of-pocket costs incurred by the University as a result of the use. Such costs are frequently but not always limited to custodial costs.
- B. The Office of the Registrar may stipulate that specified services be provided in conjunction with certain uses if it is deemed to be in the best interest of the University. Costs for these services will be passed on to the users.
- C. The user will be charged for the cost of any repairs to the facility resulting from misuse. The Office of the Registrar may specify and require a damage deposit payable prior to use if sufficient reason exists to suggest the likelihood of damage.
- D. Additional charges based on an estimate of actual cost will be made for special technical set-ups, etc. Use of Macbride Hall Auditorium may result in audio visual technician fees if SUPPLEMENTARY support is needed after business hours. The equipment in this facility is specialized which requires experienced technical assistance based on an overtime rate schedule when used after-hours. All users will be required as part of their reservation to contact the technician suggested by Classroom Scheduling staff. Consultation with the technician will determine whether technical assistance service will be required or if other arrangements can be agreed upon.

IX. Policy for Weekend Reservations

- A. Friday Evening Reservation Procedures
1. Friday evening reservations will be processed for buildings which are normally open. In the case of recognized student organization events, operation within normal building hours is required unless such situation arises where a special facility is needed. Arrangements for building unlocks will be coordinated between Classroom Scheduling, Facilities Management, and/or Department of Public Safety, for the student or departmental groups, if approved by Classroom Scheduling.
- B. Saturday / Sunday Reservation Procedures
1. Reservations will be processed for buildings which are normally open:
 - a. For small groups, University-related activities without charge, if no admission or solicitation, etc. is collected.
 - b. For large group activities (usually public admission in a room seating 100+), a custodian will be required and a charge assessed to cover hours of overtime posted as custodial fees. Coordination with Facilities Management Work Control Center will be required by the user in the form of a blue requisition before actual room reservation can be processed with Classroom Scheduling.
 2. Custodial charges are assessed for room use in facilities seating 95+ or in the case where 4 or more small classrooms are scheduled for use on the same date. This ensures servicing to the classroom, hallways, and nearby restroom facilities for Monday morning lectures. Schedule of courses activities are exempt from the policy; i.e., review sessions, mandatory film screenings, or examinations.

3. Classroom Scheduling reserves the right to “back charge” any user if the room is left in an unsatisfactory condition. This is added as a surcharge to any previously quoted custodial fees or as a basic fee if room was scheduled initially at no charge.
4. For buildings which are not open, requests should be shifted to a facility with open building hours. If this is not an acceptable arrangement to the user, Classroom Scheduling reserves the right to deny reservation request. University official building hours are kept on file at Facilities Management Work Control Center, 335-5071.
5. See section of policy IX, entitled “Costs Resulting From Use” regarding reservations secured in Macbride Auditorium.

X. Recognized Student Organization Policies

A. Recognized Student Organization ONE TIME USE Event Request Process

1. All RECOGNIZED Student Organizations must submit a “Recognized Student Organization Classroom Reservation Form” in order to secure a classroom reservation for 50+ seats through the Classroom Scheduling Office. Classroom facilities are subject to various regulations and are scheduled on a first come first served basis one calendar month prior to the event date. Student Organizations are limited to two reservations (single date) per month. Any additional space required in the same calendar month may be reserved, space permitting, one week in advance. Exceptions to this policy may be granted in circumstances such as a film festival or conference requiring multiple facilities or advance publicity. Please contact our office for further instruction at 335-1243. Student Event Registration Forms are available 135 IMU at Guest and Event Services. Requests for modifications to previously scheduled events in general assignment classrooms may be emailed to registrar-room-res@uiowa.edu. If a classroom 49 seats and under is required, please email the email account above or call the main office for a one-time reservation.
2. Recognized Student Organization Classroom Reservation Forms must be validated by the Office of Student Life staff first before submitted to Classroom Scheduling. Forms which are not validated prior will not be granted space by the Classroom Scheduling Office. Classroom space reservations will not be made for individual students. However, if classroom space is required by an individual for course related projects, please contact your course instructor who may reserve a room on your behalf.
 - a. Events requested in 100+ seat auditoria on Saturday and/or Sunday will result in fees at minimum of \$106. Contact Classroom Scheduling for further detail or review policies on line.

B. Recognized Student Organization WEEKLY Event Request Process

1. At present, all recognized student organizations are required to request room reservations from the *IMU first* for weekly or bi-weekly student organization meetings. When a room is not available in the IMU to meet such request, the organization may then request a room through the Classroom Scheduling Office providing proper validation from the Office of Student Life has been granted. Weekly Student Event Registration Forms are available at 1 JH, Classroom Scheduling. Requests for modifications to previously scheduled events in general assignment classrooms may be emailed to registrar-room-res@uiowa.edu.
2. Classroom Scheduling Office guidelines for general assignment classrooms for recognized student organizations needing a meeting room every week or every other week when rooms are unavailable at the IMU:

- a. One month after the beginning of any semester/session, student organizations may request regular meeting room space for that session excluding final exam week. We request notification a minimum of one week in advance of the first meeting date.
- b. Room capacity requested must be 49 seats or less.
- c. Request must be for same day of the week at same time of day. These times must coordinate with open building/classroom schedules.

XI. General Operating Procedures

Requests for the use of facilities will be accepted by phone, email or web form, in person, or in writing. The office preference is an email submission for historical tracking. When a recognized student organization is planning an event for which there are financial arrangements, admission charged, or money collected, a Recognized Student Organization Classroom Reservation Form must be initiated from the Classroom Scheduling web site and approved by the Office of Student Life in the Iowa Memorial Union.

The Classroom Scheduling office suggests requests for the use of facilities to be submitted 10 days in advance, but no less than one week prior to the intended use. This is especially important when weekend use is required.

XII. Unlocking Classroom Facilities

Classroom Scheduling will notify the appropriate office at least 48 hours in advance of an event when special access requirements for classrooms or buildings are required to facilitate the approved event. Any access problems to classrooms during *daytime-hours*, Monday-Friday, contact Classroom Scheduling at 335-1243. In the event a building entrance, on hard-key, is not opened *after-hours* for the Classroom Scheduling approved event, contact Department of Public Safety at 335-5022. If the building or classroom entrance is on electronic lock and not unlocked appropriately for an approved after-hours event, contact Work Control Center at 335-5071. It may be required to show validation of the event confirmation to staff personnel.

AJB, BHC, and PC Classroom Electronic Lock Policy

Classroom Scheduling in collaboration with Facilities Management Access Services strive to provide access management and effective scheduling of the general assignment classrooms. In order to do so, the following electronic lock policy has been adopted.

Electronic lock systems when used to its full potential provide an effective method of building and or room access control. Therefore, users that schedule any special after hour's event in general assignment classrooms have two options for general assignment classroom access:

Option 1

Classroom Scheduling will review one-time special request reservations and generate electronic room confirmations when approved. Simultaneously, Classroom Scheduling will coordinate with Facilities Management Access Services in order to request the classroom doors be programmed as a "hold-open" during the event. If necessary, the building entrance hours programming request will also be included. This procedure will provide access to all participants and remove the need of programming access to ID or supplemental cards which will ensure security after-hours.

Option 2

Classroom Scheduling will review one-time special request reservations and generate electronic room confirmations when approved. At the request of the user, arrangements can be made in advance to check out a "loaner access card" that will provide classroom access to the user for the duration of their event. The card can be picked up from Classroom Scheduling at 34 MH upon completion of an Access Card Checkout Form a day prior to the event and returned the following business day.

Classroom Scheduling *recommends* Options #1 when a reservation is processed multiple days in advance of event date. However, Option #2 might be a better choice due to a time element when only 48 hours or less notice is given to Classroom Scheduling. The loaner access card could provide adequate access to the user if building hours will not pose an issue to the event time. Furthermore, our office will make every effort to secure unlock status of a classroom with 24 hours or less notification. However, it cannot be guaranteed.

On the rare occasion an after-hours access malfunction occurs at the classroom or building entrance, please contact Work Control Center at 335-5071 for assistance.

Classroom Scheduling is willing to review programming requests on a case-by-case basis. However, Classroom Scheduling reserves the right to modify or cancel access programming to the general assignment classrooms should a security issue be raised at a later time. The programming of ID cards will be reviewed on a yearly basis.

Seaman Center Classrooms Electronic Lock Policy

Classroom Scheduling in collaboration with SC Engineering Computer Systems Support to make SC a more secure building as well as to provide management and effective scheduling of the general assignment classrooms has adopted the following electronic lock policy for SC.

Electronic lock systems when used to its full potential provide an effective method of building and or room access control. Therefore, users that schedule any special after hour's event in general assignment classrooms have two options for general assignment classroom access:

Option 1

Classroom Scheduling will review one-time special request reservations and generate electronic room confirmations when approved. Simultaneously, Classroom Scheduling will coordinate with SC Engineering Computer Systems Support in order to request the classroom doors be programmed as a "hold-open" during the event. If necessary, the building entrance hours programming request will also be included. This procedure will provide access to all participants and remove the need of programming access to ID or supplemental cards which will ensure security after-hours.

Option 2

Classroom Scheduling will review one-time special request reservations and generate electronic room confirmations when approved. At the request of the user, arrangements can be made in advance to check out a "loaner access card" that will provide classroom access to the user for the duration of their event. The card can be picked up from Classroom Scheduling at 34 MH upon completion of an Access Card Checkout Form a day prior to your event and returned the following business day.

Classroom Scheduling *recommends* Options #1 when a reservation was processed multiple days in advance of event date. However, Option #2 might be a better choice due to a time element when only 48 hours or less notice is given to Classroom Scheduling. The loaner access prox card could provide adequate access to the user if building hours will not pose an issue to the event time. Furthermore, our office will make every effort to secure unlock status of a classroom with 24 hours or less notification. However, it cannot be guaranteed.

On the rare occasion an after-hours access malfunction occurs at the classroom or building entrance, please contact Work Control Center at 335-5071 for assistance.

Please Note: Due to the shared-scheduling nature of room 2229 SC, John Millsap will provide access on a case-by-case basis during the classroom hours while in the College of Engineering's control, approximately 3:45 pm until building close M-F and during weekend hours.

Classroom Scheduling is willing to review programming requests on a case-by-case basis. However, Classroom Scheduling reserves the right to modify or cancel access programming to the general

assignment classrooms should a security issue be raised at a later time. The programming of ID cards will be reviewed on a yearly basis.

XIII. Reservation Submission Deadlines

Classroom Scheduling will begin ad hoc special event scheduling the day after the schedule of courses are loaded to ISIS as a general rule of operation. Some exceptions may be in place. Please contact the office with submission date questions. See Right to Recall Policy; section XV, for further detail.

Midterm examination classroom request information can be found on the Classroom Scheduling web site. Please see <http://classrooms.uiowa.edu/> for up-to-date deadlines and information. The posted date referred on the form is a *suggested* deadline to allow for departmental posting of midterm classroom assignments on OSIRIS for early registration. Classroom Scheduling will continue to schedule midterm examination requests beyond the date suggested on the web site. The University of Iowa Policy on Course Exam Schedule Conflicts can be found on the submission form on the Classroom Scheduling web site.

Help sessions for schedule of courses will be scheduled no earlier than the third week of fall or spring semesters to ensure adequate placement for all schedule of courses. In order to provide equal distribution of classrooms, each course is limited to one help session following standardized class time frames. These same guidelines also apply to breakout session requests.

Requests for space should be submitted to Classroom Scheduling at least 10 days in advance, but no later than one week prior to event date, especially if weekend use is required. Space requests may be submitted earlier and Classroom Scheduling will hold request on file until permanent assignment can be made.

Events occurring during final exam week will be made no earlier than one month in advance of the start of final examination week.

XIV. Schedule of Courses Scheduling & Allocation Policy

Schedule of courses scheduling policy is listed under separate cover. Please refer to the Classroom Scheduling web site for full detailed policy at <http://classrooms.uiowa.edu/>. Please contact the office at 335-0242 with any questions.

XV. Right To Recall Policy

Any special event reservation processed prior to the third week of either fall or spring semester will be processed with the right to recall. This stipulation is placed on all events to ensure general assignment classroom space availability for the schedule of courses which has the priority placement within these facilities. The user will be notified as soon as possible if the event must be relocated to alternate classroom accommodations. If no general assignment space is available, Classroom Scheduling will assist in locating other campus facilities for the relocated event.

XVI. Cancellation of Classroom Space

Classroom Scheduling should be notified immediately if the scheduled room(s) is no longer required so allocation of the space may be granted to alternate users.

XVII. Breaks Between Class Times

Classroom Scheduling will process course and event scheduling with 10 minutes intervals between sessions. This short intermission of time is intended to be shared between the instructors occupying the same classroom space for students' questions or audio visual setups while allowing students to arrive to the next class in a timely fashion.

XVIII. Classroom Custodial Servicing

Regular custodial servicing of the general assignment classrooms occurs after-hours during the late or overnight shifts. See policy referring to Fees, Section VII, and/or Weekend Reservation Policies, Section X, for further explanation.

XIX. Prohibitions of Use of Classroom Facilities

Smoking is prohibited in The University of Iowa campus. Food and beverages shall be consumed in academic buildings ONLY in areas designated by the responsible department or collegiate unit and not within a general assignment classroom.

XX. Classes Conducted on the Pentacrest

It is advised the instructor request space reservation with the office of VP for Student Services. See Operations Manual, Part V, Chapter 37, Use of the Pentacrest.

XXI. Equipment Reservations

Portable equipment closets have been established in buildings where additional equipment such as slide projectors or standard overhead projectors can be accessed with key and reservation. Portable equipment can be reserved through Classroom Technology Support at 335-2571 for a one-time use or semester long assignment. Please see section XXII on Audio Visual Closet Keys.

XXII. Audio Visual Closet Keys

Portable equipment is found in audio visual closets within classroom buildings. After the equipment reservation has been placed with Classroom Technology Support at 335-2571, a key to the closet may be picked up at Classroom Scheduling, 1 JH. A short key checkout form will be required to be completed. This will entitle the user based on University ID, the use of the key for a day, week, or semester. If the key is not returned to the office after several attempts to notify the user of key delinquency, a fee may be assessed to the user as a penalty.

XXIII. Classroom Conditions

- Please send any classroom concerns to the Classroom Scheduling office at registrar-room-res@uiowa.edu.
- If the classroom is too hot or cold, please call Work Control Center at 335-5071.
- Classroom chair shortages can be reported to Classroom Scheduling at 335-1243.
- Report audio visual problems occurring *during class-time* on the classroom hotline at 335-1976.
- Report any non-emergency technical problems to Classroom Technology Support at 335-2571.

XXIV. Final Examination Information

Final examination detailed information can be found at <http://www.registrar.uiowa.edu/exams/default.aspx>. The classroom information is scheduled using a manual process. Therefore, classroom assignment testing locations are not displayed on Astra Schedule Web Client. All final examinations given in a general assignment classroom must be secured through the office of Classroom Scheduling. Please call 335-1243 or refer to the above website for further detail.

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