



## Classroom & Meeting Room Scheduling Policies

### Room Reservations

Students, faculty and staff may request to schedule meeting rooms and classrooms by going to [UCScheduling@SDUniversityCenter.org](mailto:UCScheduling@SDUniversityCenter.org). Requests will be prioritized based on pedagogical and physical needs in the following order:

1. Academic Classes
  2. University Center requests
  3. BOR and Partner Campus Requests
  4. All other requests
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1. Recognized University Center classes and special events shall have priority on space at University Center.
  2. Classes that meet during week days at University Center are scheduled based on standard time slots. Exceptions will be given for extraordinary circumstances that are clearly justified by educational advantage of facilities needs and must be approved by the Director of Academics.
  3. Scheduling of non-academic events will be scheduled on the basis of classroom availability. A confirmation of the room assignment will be given by email within 24-48 hours.
  4. Groups requesting the use of University Center must complete the online reservation form. Reservations should be made at least 24 hours prior to an event if at all possible. The on-line form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to the individual making the room reservation request, delaying your event reservation. Send Room Request to: [UCScheduling@SDUniversityCenter.org](mailto:UCScheduling@SDUniversityCenter.org).

### Room Reservation Changes

Room reservation assignments may be changed under any of the following conditions:

- a. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group, the scheduler at University Center may move the meeting or event only if other suitable space is available for the group being asked to move. The University Center Scheduler will give the person in charge of the event at least 24 hour notice if at all possible.
- b. We ask that the scheduler be notified at least 24 hours prior to the start of your meeting if you need to cancel or change your meeting set-up. Future reservations may be in jeopardy if this is not done. If a cancellation is made after the room set-up is complete, the organization or department may be charged a set-up fee for the unused reservation. If a change of set-up is requested after the room is set-up per prior information provided, there may be an additional fee charged to the group.

### Resolution of Issues

The importance of early communication to resolve issues well in advance of deadlines cannot be overemphasized. The room scheduler will work with departments to resolve questions and to achieve common sense solutions to issues, which is most easily achieved by early and effective two-way communications.

## **Damages and Charges**

1. A housekeeping fee may be charged to groups who have a function requiring excessive housekeeping/cleanup. Rooms should always be left in the condition in which they were found.
2. Any rooms or furnishings that are damaged will be billed on a cost basis to the organization responsible for causing the damage. The reserving individual or organization must follow all building and campus guidelines regarding posting materials on the walls, tables, etc. Please check with the room scheduler or front desk prior to altering the building in any form or fashion.

## **Technology Assistance**

1. Any night/early morning/weekend/holiday reservations requesting technology or Information Technology assistance must be made two weeks prior to the start time of the event to assure that staff schedules can accommodate the request.
2. A technology fee may be charged for the assistance of University Center IT staff for equipment start-up. An additional tech fee may be charged if staff is required to be available to assist with the lessee's technology needs for the entirety of the contract term.

## **Food Services**

University Center no longer has an exclusive catering contract, so events/meeting planners may use any caterer they wish.

## **Room Contract:**

A Room Contract will be required of any individual or organization not associated with University Center. Room rental may be charged for the use of space at University Center. In addition there may be additional fees assessed for any additional services needed, such as housekeeping or IT assistance.