Rules and Policies

Classroom Terms of Use

Activities held in general assignment classrooms scheduled by Educational Technology Services and the Registrar shall conform to standards and practices that 1) respect UCSF ownership of all physical assets in those rooms, 2) maintain good order and decorum for those using adjacent spaces as well those who follow, 3) use AV, lighting, and other room-based systems in a manner that is consistent with their intended educational purpose. See complete "General Assignment Classroom Governance, Management and Use" [1]

Note: Section 42 of the University of California Policies Applying to Campus Activities, Organizations, and Students [2] governs use of classroom space and scheduling priority.

Remote Monitoring [3]

A limited number of rooms are equipped with electronic equipment to allow ETS to remotely monitor AV operations and record lectures so we can provide timely service without entering the classroom. While our meeting and learning spaces are considered public, we make every effort to respect the privacy of our users. If you have concerns about confidentiality, we urge you to contact our class schedulers to secure a room that best meets your needs.

Biohazardous Materials in Classrooms

Because all laboratory biological specimens should be regarded as hazardous, and because ETS scheduling services cannot manage or enforce proper protocols for safe handling of human or animal cellular materials in UCSF general use classrooms, the use of potentially biohazardous material is restricted to a laboratory environment.

To inquire about using the Anatomy Learning Center please email anatomylab@ucsf.edu [4] or visit the Microbiology Teaching Labs in the basement of Ambulatory Care Center. For general safety information, please contact Environmental Health and Safety http://ehs.ucsf.edu/ [5].

COURSE START/END TIMES
The Academic Senate's Committee on Educational Policy (CEP) has approved a new policy on course start/end times, effective fall quarter 2013. The new policy states: Courses in general assignment classrooms with a scheduled start time at the top of the hour begin 10 minutes after the hour and end at their scheduled end times. Faculty and administrators felt it was time to codify what had been an informal practice for many years, especially since the absence of such a policy had led to misunderstandings, conflicts, and inconsistencies in the application of lecture capture, a widely used learning tool. The policy was vetted by the Academic Senate CEP and reviewed/approved by the vice/associate deans of schools and the Graduate Division. We believe the new policy will 1) provide consistency in start/end times, 2) increase the effectiveness and efficiency of lecture capture, and 3) provide an established transit time for students and an opportunity for Facilities Services to do minor maintenance between classes. The policy affects only numbered courses in the course catalog in general assignment classrooms.

TLC Scheduling Policy

Scheduling policy for TLC classroom space is constantly evolving, but the following uses will receive priority scheduling for the TLC classroom space if the scheduling requests are submitted by Priority Scheduling deadlines: courses and activities that make use of TLC multimedia capabilities; small-group, project-based learning, especially those related to telemedicine training, clinical skills, simulation, and PRIME-US teaching; and courses or activities that foster interprofessional education and innovation.

For requests to schedule TLC classroom space for academic events during the Priority Scheduling period, please include a short paragraph describing how you intend to use the space and why you are requesting the space.

Scheduling Classes on Holidays

The Academic Calendar, registrar.ucsf.edu/academic-calendar, identifies roughly a dozen UCSF-sanctioned holidays of social, cultural or political significance each year. These are days on which staff are not required to work, faculty are not required to teach, and students are not required to attend. Classes or other mandatory activities should not be scheduled on holidays recognized by the University of California and reflected in the Academic Calendar.

Availability

Rooms may be used Monday-Sunday from 6 a.m. and 10 p.m. Students have access after 10 p.m. to a limited number of study and presentation rooms with UCSF affinity cards, including Medical Science rooms S-158 to S-180, and presentation room S-214.

Food and Beverage Policy

Serving food and beverages is allowed with prior permission been obtained from Educational Technology Services. UCSF is allowing certain types of events to serve a limited range of food and beverages. If you would like to serve food and beverages at your event, please add a note to your room reservation request and be prepared to provide us with your
department’s SpeedType or Chart-string funding information. We will contact you to discuss the details. For more information about the food and beverage policy, please download here.

**Food and Beverage Policy** [?]  

**Furniture**

Furniture and equipment may NOT be removed from classrooms. As a courtesy to others who use the classroom and expect a certain number of tables and/or chairs, please be sure that all furniture remains in the room that is it supposed to be in.

**Special Reservation Policies**

General-assignment classrooms exist for delivery of instruction in academic courses.

Reservations for registered campus organizations, student governments, non-university organizations and employee labor unions are subject to change or cancellation if the space is needed for an academic course.

Please note: This process will take seven business days for completion.

- **Registered Clubs & Organizations (RCO?s) and Student Governments**  
- **Non-University Organizations**  
- **Non-Profit Organizations**  
- **Employee Labor Relations**

**Registered Clubs & Organizations**

1. RCOs and Student Governments must submit a room reservation request through **OrgSync** [8] by submitting an event request.

2. Student Life will review the event request, and, if approved, will send to Classroom Scheduling to process the request.

3. Confirmation of the room assignment will be sent through **OrgSync** [8].

Organizations that fail to notify **Student Life** [9] to cancel a classroom reservation (minimum 48-hours notice) and do not use the reserved space(s) will be subject to the following sanctions:

<table>
<thead>
<tr>
<th>First No Show</th>
<th>Organization will receive a written warning.</th>
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<tr>
<td>Second No Show</td>
<td>Organization’s reservation privilege would be suspended for three months. Any previously approved reservations during the three-month period will be canceled.</td>
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</table>
Organization’s reservation privilege would be suspended for the remaining academic year. Any previously approved reservations during the remaining academic period will be canceled.

Non-University Organizations

1. Non-University organizations requesting the use of general assignment classrooms are required to obtain sponsorship from a University of California, San Francisco campus department. In addition to departmental sponsorship, non-university organizations must have a mission that is germane to the mission of the University.
2. The chair or director of the sponsoring department must provide a letter acknowledging sponsorship of and responsibility for the event. The letter should also include the following information:
   - Group name
   - Proposed purpose of the event
   - Group contact person
   - Person in charge and on site at the event
   - Address and telephone number of the contact person
   - Requested dates and times
   - Admission fees or material fees
3. A 25Live submission must be completed by a representative of the sponsoring department with the following information provided:
   - The group’s mission statement
   - Agenda of the event and names of speakers
   - Sponsoring Department's chartstring.

Please note: The following disclaimer must used in all publicizing materials: “The use of meeting rooms at the University of California San Francisco (UCSF) by non-profit or non-university organization does not imply that UCSF endorses this organization or the materials presented.”

Non-Profit Organizations

With UCSF Community and Governmental sponsorship classroom space is available to community non-profit organizations for organizational meetings. The following guidelines apply:

1. Maximum of 55 participants.
2. No food or beverages in the room.
3. Classrooms must be used as is: no furniture can be brought in, requisitioned, or rearranged.
4. A/V support (beyond self-service equipment already installed in the room) is unavailable.
5. Only general assignment classrooms can be reserved; hallways, atria, lecture halls, and auditoriums cannot be reserved.

Note: If your event requires accommodations beyond those outlined above, please consider using the conference space available at either Millberry Union (415) 476-2019 or Mission Bay (415) 514-4673.
Nonprofit organizations requesting the use of general assignment classrooms are required to submit a Room Reservation Request form and a letter describing the event to the Community & Governmental Relations, via fax to 415-476-3541.

This letter must include the following information:

- Group name
- Group contact person
- Name of person who will be in charge and on site at the event
- Address and telephone number of the contact person
- Proposed purpose of the event
- IRS Non-Profit Taxpayer Identification Number
- The group’s mission statement
- Political or religious affiliation
- Proposed purpose of the organizational meeting
- Agenda of the event
- Requested dates and times
- Admission fees or material fees
- Evidence of liability insurance

Please note: The following disclaimer must used in all publicizing materials: "The use of meeting rooms at the University of California San Francisco (UCSF) by non-profit or non-university organization does not imply that UCSF endorses this organization or the materials presented."

**Employee Labor Unions**

1. A Room Reservation Request form must be completed and sent for preliminary approval to the Labor Relations Department. Forms should be faxed to either Patricia Gunderson or Seva Cuevas at 415-353-4029.
2. If the Labor Relations Department approves the request, the form will be forwarded to the Classroom Scheduling for final review and approval.
3. Once approved, Classroom Scheduling will process the request and forward confirmation with room assignment to the requestor.

Please allow up to seven business days to receive an e-mail confirmation.

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UCSF Main Site

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Source URL: https://edtech.ucsf.edu/classroom-services/scheduling/rules-and-policies

Links:
[1] https://edtech.ucsf.edu/sites/edtech.ucsf.edu/files/migrate/pdfs/CLASSROOM%20GOVERNANCE%20AND%20MANAGEMENT_merged_0.pdf