



## Educational Technology Services General Assignment Classroom

### **CLASSROOM GOVERNANCE, MANAGEMENT and USE**

#### **SCOPE**

This policy establishes administrative responsibility for the management of all University classroom facilities, including classroom use, renovation and conversion of classrooms into other space.

#### **POLICIES**

##### Administration

Classroom space, including lecture halls, seminar rooms and auditoria are University-wide resources, and as such are under the jurisdiction of the Graduate School Dean and Vice Chancellor.

The Director of Educational Technology Services in Student Academic Services, in consultation with the Registrar, is responsible for the scheduling, assignment, and control of classroom facilities, identifying seating capacity, and monitoring equipment. Chairs, desks, tables, chalkboards, maps, or any other specialized equipment may not be removed from, or added to any classroom facility without prior approval of the Director.

##### Assignment and Change

Facilities are assigned for optimum utilization. The primary purposes for the assignment of classroom facilities are courses, seminars, lectures, grand rounds, workshops and examinations. Classrooms may not be used for other purposes without the approval of the Director. The Director must be notified of any change which may cause a modification of the assignment of classroom facilities.

##### Renovation/Conversion of Classrooms

Deans, department chairs, and other administrators must request prior approval of the Provost and/or Graduate School Dean and Vice Chancellor to renovate classrooms, create new classrooms, or convert existing classrooms into other space, such as faculty offices

The Space Planning Committee has responsibility for reviewing such requests and making recommendations to the Graduate School Dean and Vice Chancellor for consideration in making the final decisions.

### Food/Beverages/Smoking

Smoking and food/beverage setups are not permitted in any classroom. Instructors are expected to enforce this policy in the interest of maintaining the physical condition of classrooms. (See Food Policies).

### Alcohol

Alcoholic beverages are not permitted in classrooms or the areas immediately adjacent to them.

### Classroom Monitoring

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.

1. If a user has concerns about confidentiality, classroom scheduling can help secure a room that best meets those needs.

### 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.

As coordinator, participant or sponsor of a class or event, you have responsibility to maintain the good order of the classroom and will be held liable for any damage incurred during your event. If extra custodial service is required after your event, you will be charged a fee for the clean-up.

### Appropriate Use of Classrooms

1. Classrooms are used for class instruction, study, or related activities. Events in general-purpose classrooms must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcome, but they must not adversely impact the classroom, its contents, or the surrounding area.
2. Non-compatible events include any event that adversely impacts the classroom directly, or that impacts research, study or other academic pursuits in areas adjacent to classrooms as determined by the Director of Educational Technology and Registrar. Activities that are non-compatible with general purpose classrooms include amplified music, dances, dinners, parties, theater, performances, fitness, self-defense, physical education or events that require re-furnishing of rooms or removal of equipment.

The activities below are inconsistent with the educational goals of ETS and UCSF and therefore are not approved for general assignment classrooms and are prohibited at all times:

- Catering setups or staging area (except as identified in *Food and Beverage Policy*)
- Cooking
- Open flames
- Smoking
- Excessive/disruptive noise
- Dance/exercise or physical activity better suited for a fitness center or gym
- Gambling
- Activities creating excessive trash
- Attaching things to walls, doors, windows, lecterns or any other surface with materials that might damage finishes
- Removal of furniture, equipment, or supplies from classroom/building
- Misusing furniture
- Inappropriate use of AV equipment or use incompatible with UCSF educational mission
- Hanging anything from ceilings
- Removing UCSF/ETS approved signage
- Running extension cords that present tripping hazards
- Supplemental amplification without consent and participation of ETS

At the conclusion of your class or event:

- Reset room according to furniture diagram
- Erase chalkboard/whiteboard
- Remove excessive trash from room
- Ensure all surfaces are clean and free of debris

Failure to comply with the above rules may jeopardize your ability to reserve space in the future through the Office of the Registrar and ETS Classroom Scheduling.