West Virginia University
ROBERT C. BYRD HEALTH SCIENCES CENTER

Central Room Scheduling Guide

Created: August 18, 2015

Last Modified: September 12, 2019

1 POLICY

General

Classroom Technology follows the WVU Board of Governor's Policy statement concerning use of University facilities as the basis for its operation procedures.

West Virginia University Board of Governors Policy Introduction

Facilities of institutions under the governance of the West Virginia University Board of Governors are intended for use in the conduct of its educational programs. As such, first priority for the use of facilities will be given to the academic, administrative, and student functions at each institution. (For more information on the WVU Board of Governors please refer to http://www.wvu.edu/~bog/ .)

Classroom Technology manages assignment of the centrally controlled educational facilities at the Health Sciences Center. A list of these facilities and their basic capabilities is attached.

Scheduling Policies

- All events are scheduled on a room availability basis and are subject to relocation in accordance with the priority list below.
- All single or recurring administrative event requests made by faculty, staff and students, are not scheduled until HSC semester classes have been confirmed. This includes requests made for classrooms by other academic programs University-wide. All event requests are fulfilled in the order they are received.
- Semester class placements take precedence over all other events and are a permanent room assignment throughout the semester without disruption. Room swapping with course instructors is strictly prohibited.
- Centrally Scheduled Classroom utilization by external agencies or student organizations must have a WVU or WVUH Department Sponsor.
- All events utilizing HSC centrally scheduled classrooms must be WVU academic related.
- Per MPLC requirements, movies scheduled for public viewing must have proof of copyright permission before the movie can be shown. This license must be provided to HSC Administration prior to room confirmation.
- All weekend and evening events *(scheduled after 5:00pm)* requiring technical support/setup assistance will be charged an AV Technical Support fee. Current rate is $25.20/hr.
- In order to ensure events begin punctually, we have initiated a 10 minute exit rule to provide transition time for the next scheduled event. This exit rule is effective in all centrally scheduled rooms at all times. As a result of this rule, a one hour event is in actuality only 50 minutes.
- When tables and chairs are reconfigured in a centrally scheduled room, users are required to put tables and chairs back into proper layout style. Proper room layouts are posted in each room with moveable seating.

2 SCHEDULING PRIORITY

Auditoriums, Classrooms, Conference Rooms & Lecture Halls

1. Regularly scheduled HSC classes that meet routinely are considered the top priority for room scheduling. Enrollment in the course is the primary determinant for assigning educational facilities. Priority must also be given to regularly scheduled classes in programs that have specific technological needs.

Course directors are urged to contact Classroom Technology if they have a regularly scheduled room reserved but their class only meets sporadically. This courtesy will release that site when not in use for other scheduling options.

Other priorities for classrooms and conference rooms are listed in order:

2. Examinations (utilizing laptop/online testing)
3. Examinations (paper)
4. National Board Examinations
5. Departmental Grand Rounds
6. Faculty Administrative Events
7. Student Administrative Events
8. Student Organizations or Outside Agency Events w/Department Sponsor (includes other WVU campus requests)

Restrictions:

- 7601, 7605, 7606, 7607, 7608 (Classroom): Students aren't permitted to schedule for study space- rooms open up on a first come first serve basis between 6pm and 6am
- 8602 (Classroom): Human Performance has first priority scheduling over this room unless higher capacity class requires high tech room with moveable seating.
- 8606 (Classroom): Human Performance has first priority scheduling over this room unless higher capacity class requires high tech room with moveable seating.

Computer Labs

1. Regularly Scheduled Classes, Seminars
2. Faculty Administrative Events
3. Student Administrative Events

Restrictions:

Evening/Weekend Restriction: In order to ensure technical support staff coverage is available, event requests outside of normal business hours must get pre-authorized before scheduling. The HSC Computer labs open M-F 8am – 5pm and closed on State Holidays.

Interprofessional Education Classrooms (IPE)	
2940 A&B	**G119 A&B**
1. Multiple Discipline IPE Course or Session 2. Two Simultaneous Single Discipline TBL Course that exceed capacity requirement of one single discipline TBL Course 3. One Single Discipline TBL Course 4. Traditional Teaching w/Large Capacity Needs 5. Open Student Study Space-Not Scheduled **Restrictions:** No Administrative or Department Sponsored External or Student Organizational Events permitted in this space	1. Multiple Discipline IPE Course or Event 2. Two Simultaneous Single Discipline TBL Course that exceed capacity requirement of one single discipline TBL Course 3. One Single Discipline TBL Course 4. Traditional Teaching w/Large Capacity Needs 5. Departmental Grand Rounds 6. Faculty Administrative Events 7. Student Administrative Events 8. Student Organizations or Outside Agency Events w/Department Sponsor (includes other WVU campus requests)

1st Floor Learning Center TBL Rooms (1156-1165)
1. Regularly Scheduled Classes, Seminars 2. Faculty Administrative Events 3. Student Administrative Events **Restrictions:** Students are not permitted to schedule rooms for study space. First floor Learning Center rooms are released for student use on a first come first serve basis daily from 6:00 PM to 6:00 AM.

3 SCHEDULING PROCEDURES

Requesting a classroom, auditorium, or conference room:

Room requests should be made online. Online reservation access is available at
http://its.hsc.wvu.edu/classroom-tech/room-scheduling/. Please check for room availability prior to
submitting your request.

Requesting Semester classes:

Semester Class Request Forms are emailed to the Department Course Coordinators as assigned.
Due dates are set in accordance with Admissions and Records requirements for publishing the
Schedule of Courses.

Two weeks after the semester has started, course coordinators will receive an email requesting
the release of classrooms on dates that classes won't take place as well as to confirm the actual
number of registered students attending class.

Semester classes are scheduled based on the following:

1. Enrollment in the course
2. Technology needs
3. Room preference
4. Meeting the submission deadline (this deadline varies by semester and Departments are
   notified of the deadline date by Classroom Technology)

Requesting a Change in Scheduling:

- Event changes can be made online.
- Semester class changes that are made after the Admissions and Records deadline must be
  submitted as soon as possible to ensure room availability as well as accuracy for
  publishing the Schedule of Courses.
- Semester class changes are scheduled based on the following:
    1. Enrollment in the course
    2. Technology needs

Requesting AV Technical Support or Equipment:

To schedule a technician for an event, or reserve AV Equipment, please submit requests online or complete an AV Request Form through the ITS Classroom Technology website.

Requesting Card Access to High Tech Rooms:

To request personal card access, please submit a Card Access Form through the Classroom Technology Website. Please Note: Due to security reasons, requests are approved by Facilities Management not Classroom Technology.

4 RESOURCE LIST

Room Number	North/South	Capacity	Room Type	Schedule Type	Restrictions
Hostler Aud. (G-17)	Add	198	Aud	Central	
Fukushima Aud. (1901)	N	248	Aud	Central	
Okey Patteson Aud. (1175)	N	394	Aud	Central	
G-252-F	S	53	Classroom	Central	
G14	N	30	Classroom	Central	
7601	S	20	Classroom	Central	Scheduled Student Study Space Restriction
7605	S	20	Classroom	Central	Scheduled Student Study Space Restriction
7606	S	20	Classroom	Central	Scheduled Student Study Space Restriction
7607	S	20	Classroom	Central	Scheduled Student Study Space Restriction
7608	S	40	Classroom	Central	Scheduled Student Study Space Restriction
8602	S	56	Classroom	Central w/restrictions	Human Performance has first priority scheduling over this room unless higher capacity class requires high tech room with moveable seating.
8606	S	30	Classroom	Central w/restrictions	Human Performance has first priority scheduling over this room unless higher capacity class requires high tech room with moveable seating.
G274	S	24	Classroom	Central	

LC-1 (2913)	N	25	Computer Lab	Central	
LC-2 (2912)	N	25	Computer Lab	Central	
LC-3 (2911)	S	24	Computer Lab	Central	
JEJ A (G287)	S	25	Conf	Central	
JEJ B (G285B)	S	30	Conf	Central	
JEJ C (G285C)	S	30	Conf	Central	
WV Room (1155)	N	35	Conf	Central	
101 Erma		17	Conf	Central w/restrictions	
201 Erma		30	Conf	Central w/restrictions	
G119A (G119A)	N	64	IPE	Central	
G119B (G119B)	N	80	IPE	Central	
2940A	N	96	IPE	Central w/restrictions	No Administrative or Dept. Sponsored External/ Student Org events
2940B	N	88	IPE	Central w/restrictions	No Administrative or Dept. Sponsored External/ Student Org events
1106	N	87	Lecture Hall	Central	
1107	N	90	Lecture Hall	Central	
1394	S	30	Classroom	Central	
1905	N	151	Lecture Hall	Central	
1909	N	150	Lecture Hall	Central	
2094	N	83	Lecture Hall	Central	
2116	N	105	Lecture Hall	Central	
2118	N	192	Lecture Hall	Central	
2157	N	85	Lecture Hall	Central	
3067	N	88	Lecture Hall	Central	
3084	N	118	Lecture Hall	Central	
3129	N	79	Lecture Hall	Central	
4007	N	77	Lecture Hall	Central	

4080	N	82	Lecture Hall	Central	
1156	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1157	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1158	N	14	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1159	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1160	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1161	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1162	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1163	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1164	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction
1165	N	12	TBL/Conf	Central w/restrictions	Scheduled Student Study Space Restriction

5 FOOD & BEVERAGE POLICY

The Robert C. Byrd Health Sciences Center strives to create a welcoming, clean and comfortable environment for our faculty, staff, students and guests. At the same time, we have a responsibility to protect the resources of the building including, but not limited to, the furniture, classroom materials, flooring, computers and equipment. Consistent with both these goals, the Robert C. Byrd Health Sciences Center has adopted the following guidelines for the consumption of food and beverages in the classrooms.

Beverages	Food
Only beverages in covered containers are allowed in the classrooms and auditoriums. This includes: • Coffee and other drinks with lids • Bottles of water, soda, juice, etc. with a cap • Beverages, including soft drinks in pop-top cans • Take-out drinks in paper or Styrofoam cups with lids **Alcoholic beverages are not allowed under any circumstance** **All cups, cans, and bottles associated with beverages must be properly disposed of by the patron**	Please select foods that are a low risk for spillage. Suggestions include: **Breakfast Foods** • Bagels • Donuts **Lunch Foods** • Sandwiches • Pizza • Boxed Lunches **Snack type foods:** • Candy • Chips & Pretzels • Cookies • Apples, grapes, bananas, carrots, celery • Nuts and trail mix

Educators/Presenters/Event Coordinators:

- It is your responsibility to remind patrons at the beginning and the end of your event to leave the venue in an orderly fashion
- If upon entering the room, you find the room in an unacceptable condition, please call 293-7204 or 293-4394 for immediate assistance.
- If you feel that the mess will not hinder your ability to conduct your event, please email: hscrooms@hsc.wvu.edu at your earliest convenience so we can coordinate cleanup and follow up accordingly with the previous patron.

Restrictions

- Food is not allowed near computers and equipment. Covered drinks are permitted
- Avoid foods and beverages that could damage materials
- Remove or dispose of all trash before leaving
- The person/department that reserves the room will be held responsible for cleanup. All patrons consuming food or beverages are expected to clean up after themselves, including spills of any kind, and to keep the noise levels associated with the consumption of food and beverages to a minimum.
- Patrons must adhere to the 10 minute exit rule which includes time to setup/cleanup food and beverages
- Patrons consuming beverages or food in the Health Sciences Center may be financially responsible for damage resulting from spills or stains
- Patrons who violate the RCB Health Sciences Food and Beverage Policy will be made aware of the violation. Patrons who do not correct the behavior immediately will be asked to leave and will be prohibited from scheduling future events with food and beverages.
- Main course meals (i.e. plated food) are not permitted in any centrally scheduled classrooms, auditoriums or conference Rooms. Full meals should be served in the cafeteria.

Large Spills

It is the responsibility of the Patron to **immediately** report any spills that cannot easily be cleaned up to housekeeping at 293-7204 or 293-4394.