POLICY STATEMENT

All rooms in the College of Health Professions (CHP) Buildings A, B, and C must be reserved. The rooms that must be reserved include the classrooms, conference rooms, Atrium, Seminar Room, Newberry Room, Catering Kitchen, and Simulation Room. Please note: An Atrium reservation does not guarantee exclusive use of the space. Rooms may be reserved for courses, student related events, and non-student related events. This policy applies specifically to course and student related events. If you need to reserve a room for a non-student related event, please refer to CHP’s Non-Student Related Events: Room Reservation and Use Policy.

Who can reserve a room?

Room users (User) are divided into two categories as follows:

A. **CHP Users**: Courses or Student Related Events held by CHP Faculty, CHP Staff, CHP Students or University sanctioned CHP student organizations. With regard to Course or student related event reservation, CHP Users get first priority.


B. **MUSC Users**: Course or Student Related Events held by MUSC Faculty, Staff, Affiliates or University sanctioned student organizations. MUSC Affiliates includes the Medical University Hospital Authority, the Health Sciences Foundation, University Medical Associates, and the Foundation for Research Development. With regard to Course and student related event reservation, MUSC Users get second priority.

RESERVING ROOMS FOR A COURSE OR STUDENT RELATED EVENT:

**What is a Course?**

A course is any scheduled CHP academic session.

CHP courses are scheduled through the Astra Scheduling System, which is based on data imported from Colleague, the MUSC Office of Enrollment Management database system. Student Services Coordinators are responsible for ensuring the course data in Colleague is accurate and entered timely. Colleague data must be complete before rooms for courses can be reserved.
What is a Student Related Event?
Student related events are activities that are directly related to a specific Academic Session or University sanctioned student organizations. Examples include: Make-up classes, re-scheduled classes, exams sessions, guest speaker sessions, extra study, review sessions, MUSC Research Day, Interprofessional Day, Student Orientations, Student Fundraisers, etc.

Course and student related event requests take priority over non-student related event requests.

Alcohol may also be allowed at events held by University sanctioned student organizations. If a University sanctioned student organization would like to serve alcohol at an event, the Sponsor must contact CHP’s Director of Student Life and Recruitment. The Director will provide the Sponsor with a copy of MUSC’s policy as well as a MUSC Student Event Approval Form. The Director must approve all events sponsored by University sanctioned student organizations involving alcohol.

How do you submit a Room Reservation Request for a course?
Room Reservation requests should be submitted at least 48 hours in advance of the event. Course and Student related events must begin on the hour or half hour and must end at 20 or 50 minutes past the hour.

A. CHP Users-
   a. To submit a room reservation request, CHP Users will use the internal electronic submission format, which can be found on College’s website [http://www.musc.edu/chp](http://www.musc.edu/chp) under classroom services.
   b. When a course and Student related event needs to be cancelled, CHP Users will use the internal electronic submission format, which can be found on College’s website [http://www.musc.edu/chp](http://www.musc.edu/chp) under classroom services.

B. MUSC Users-
   a. To submit a room reservation request for a course and student related event, MUSC Users will use the internal electronic submission format, which can be found on College’s website [http://www.musc.edu/chp](http://www.musc.edu/chp) under classroom services.
   b. The Reservation Request Form should be submitted as soon as possible and at least two business days prior to event. The requestor will receive a response to the request, including the appropriate room assignment, within two business days via email.
c. When a course and Student related event needs to be cancelled, MUSC Users will use the internal electronic submission format, which can be found on College’s website http://www.musc.edu/chp under classroom services.

The Reservation Cancellation Form should be submitted as soon as possible, preferably at least two business days prior to the session being cancelled. This allows the room to be released in a timely fashion for use by other users.

**USING A ROOM**

The following guidelines apply to the use of CHP’s rooms. Non-compliance with these guidelines may result in notification of the non-compliance to the Instructor’s Department Chair and the Assistant Dean for Finance and Administration.

**Hours of Operation and Event Times:**
Normal business hours are Monday through Friday 8:00am – 6:00pm, excluding State Holidays. Anytime outside of these hours is considered after normal business hours.

**Room Access:**
Please refer to the Security and Access Policy and Procedures (Policy 2.3). No building doors may be propped open.

**Room Configuration:**
The User is responsible for configuring the room to meet their needs. Users are expected to leave the room as they found it. The User must return the room’s furniture to its original configuration at the end of the event.

**Signage:**
Users are responsible for posting and removing their course or event signage. Signs may not be attached to the interior or exterior physical structure of the building. Signs must be self supporting (i.e., on a stand or easel). Signs must be removed at the end of the event.

**Food and Beverages:**
Food and beverages may be served in the building. The User is responsible for their food and beverages including catering, delivery, set-up, serving, and clean-up.

**Trash:**
The User is responsible for removing all of their trash from the building. Trash may include signs, and food and beverage related items. Trash must be placed in the large receptacle found on the South side of Building A (near Rutledge Tower) underneath the stairwell.

**IT and Audiovisual Equipment:**
If the User intends to use any IT or audiovisual equipment, they must receive training prior to the course or the event. Consultation is obtained by contacting CHP’s Classroom Support Specialist.

Course and Student related events will receive AV and IT support during normal business hours. If AV or IT support is needed after normal business hours, the request must be made at least two weeks in advance. Support provided after normal business hours will be provided via phone.

Only the SmartBoard Pen Devices are to be used on the SmartBoards (interactive whiteboards). No other devices including chalk, dry-erase markers, permanent markers, etc. are to be used on the Smartboards (interactive whiteboards).

Users are responsible for returning hand-held portable remote controls, microphones, and SmartBoard Pen Devices to their proper location.

**General Safety and Security:**
Users are expected to adhere to all CHP and MUSC policies and procedures as well as Federal, State, and local laws and regulations.
No smoking is allowed in any MUSC building.
No concealed weapons are allowed in any CHP building.

**POLICY PURPOSE**
The purpose of this policy is to ensure that the scheduling of courses and student related events is handled in a consistent and fair manner. It is also the purpose of this policy to ensure that Users are aware of the room use guidelines. To ensure the intended purpose continues to be met, CHP’s policies and procedures will be reviewed annually.

**WHO SHOULD READ THIS POLICY**
Any potential User desiring to reserve a room for a course or student related event in CHP Building A, B, or C.
Course or Student Related Events: Room Reservation and Use Policy and Procedures

RELATED DOCUMENTS

Related CHP Policies are:
- Non-Student Related Events: Room Reservation and Use Policy and Procedures (Policy 2.6)
- Security and Access Policy and Procedures (Policy 2.3)
- Course and Student Related Event Room Reservation Form (Form 2.5.1)
- Course and Student Related Event Room Reservation Cancellation Form (Form 2.5.2)

Related MUSC Policies are:
- MUSC’s Alcohol Policy [http://www.musc.edu/studenthandbook/Policies/alcoholpolicy.html]
- MUSC’s Fire Plan ([http://www.musc.edu/fanda/risk/osha/safety.shtml])
- MUSC’s Occupational Safety and Health Program (General Safety) ([http://www.musc.edu/fanda/risk/osha/safetymanual2005/occsafe.pdf])

CONTACT INFORMATION

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<thead>
<tr>
<th>DEPARTMENT / CONTACT</th>
<th>PHONE</th>
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</thead>
<tbody>
<tr>
<td>Director of Educational Technology, CHP</td>
<td>843-792-3968</td>
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<tr>
<td>Director of Student Services, CHP</td>
<td>843-792-8510</td>
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<tr>
<td>Policy Clarification &amp; Procedural Questions</td>
<td>843-792-5340</td>
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</tbody>
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Effective Date: _____________________
Last Update Date: ___________________
Approval Signatures:

Assistant Dean for Finance & Administration

_____________________________________
Dean