

Room Scheduling Policy:



University of Colorado Denver

UCDenver Administrative Policy Statement

Title:	Scheduling Classrooms and Other Spaces
Source:	Chancellor's Office
Prepared by:	Provost and Vice Chancellor
Approved by:	Rod Nairn Provost and Vice Chancellor
Effective Date:	MMMM DD, 2010
Replaces:	Not Applicable
Applies:	Anschutz Medical Campus

A. Introduction

The purpose of this policy is to set forth the policies and procedures regarding scheduling space on the Anschutz Medical Campus. Furthermore, the policy specifies the process for requesting and obtaining the allocation of such space for classes or other functions.

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C. Policy Statement

The University of Colorado Denver, Anschutz Medical Campus strives to manage its classrooms and common spaces with a high degree of efficiency and in keeping with the needs of its educational, research, clinical, and community service missions. Allocation of space is based on the criteria and procedures detailed below.

This policy also conforms to the University of Colorado Denver Fiscal Policy for [Use of Facilities and Equipment by Outside Parties or for Private Gain](http://administration.ucdenver.edu/admin/policies/fiscal/fp2-04.pdf) <http://administration.ucdenver.edu/admin/policies/fiscal/fp2-04.pdf>, which includes detailed criteria for use of space, fee-for-service charges, and other requirements for entities that are not part of the University of Colorado.

D. Responsibilities

Educational Support Services (ESS) is responsible for: maintaining accurate schedules for classrooms, outside spaces, shared conference rooms, and shared skills labs; responding to requests in a timely manner; and maintaining or replacing equipment in the spaces under its scheduling control.

Individual schools are responsible for: submitting requests according to posted deadlines; notifying ESS regarding class sizes, specific equipment/support needs, and changes and cancellations.

The University of Colorado Denver Finance Office is responsible for maintaining an accurate inventory of spaces.

The University of Colorado Denver, Office of Institutional Research is responsible for reporting required information for mandated usage reports and other reporting details described in section F.3.c. of this policy.

The unit responsible for scheduling the shared spaces must keep accurate and up-to-date information on the use of that space on the shared scheduling system.

The Chancellor is ultimately responsible for all campus spaces. If there are any disagreements over the use of space, the Chancellor is the final authority for decision-making.

The Provost/Vice Chancellor has been delegated by the Chancellor with the responsibility for reviewing requests to exempt spaces and determine which spaces are approved as exempt.

E. Definitions

Adjacent and supporting space – ancillary space that lies adjacent to and generally supports the use of larger rooms or special purpose spaces. Examples include foyers, atria, and open floor spaces outside auditoria or other large meeting spaces.

Auditorium – a room designed for presenting information to a large audience or public gathering. These spaces are scheduled each year in December, for the subsequent fiscal year. (See policy procedures for scheduling these spaces.)

Campus – is the Anschutz Medical Campus in Aurora.

Classroom – a room designed and reserved primarily for teaching activities for credit courses.

Common Shared Space – shared auditoria, lecture halls, conference rooms, and outside spaces scheduled by Educational Support Services. These spaces are easily accessible to multiple users and availability is viewable online by all campus units. ESS also is tasked with ongoing maintenance of AV equipment in these spaces, but does not have the resources to customize equipment for each requestor.

Conference room – a room intended for a meeting, discussion, presentations, training, etc. on a recurring or one-time basis.

Departmentally Scheduled Shared Space - conference rooms or skills labs that are scheduled and maintained by individual departments and are viewable through the centralized room scheduling system.

Educational Support Services – the unit designated with responsibility for managing the scheduling of all classrooms and other common shared spaces at the Anschutz Medical Campus.

Exempt Spaces – designates rooms that are primarily intended for the use of a defined set of users and that are not available to others because they are located in areas generally not accessible (controlled by departments) to others or because their purpose would be compromised by scheduling other uses. Examples include conference rooms in restricted areas, uniquely equipped rooms, and rooms accessible only during limited hours. Specific schools and departments will retain jurisdiction and scheduling of such space.

External Entity– is any private or public organization that is not part of the University of Colorado Denver.

F. Policy Procedures and Operational Details

Educational Support Services (ESS) makes every effort to manage space in conformance with this policy statement to efficiently balance the needs of multiple constituents with the limited space available at the Anschutz Medical Campus. ESS staff works closely with requestors to understand requirements, assign appropriate space, and optimize use of campus facilities. It may not be possible to meet all requests, and the following guidelines and procedures are designed to govern conflicting requests along with seeking greatest benefit for the campus as a whole.

1. Principles and Priorities for Scheduling Classrooms

As a general guideline, intended use of a space will be the first consideration in determining what room gets assigned by ESS. This includes class size and the unique technology or other characteristics of particular space. Efforts will be made to provide consistency of assigned spaces for ongoing classes whenever possible. Each request will be assigned only one space for a given period of time (no “double booking”, generally one seat per student.)

ESS assignments will be based upon the following:

Classroom spaces on campus will be available first to all credit courses at the University of Colorado Denver, Anschutz Medical Campus. ESS will establish and post ongoing room request schedules. The calendar for scheduling classroom spaces is distributed via the UC Denver Academic Announcement List each semester for the subsequent semester and is available on the Educational Support Services Webpage. Because educational needs are top priority; schedules will be based on the three semesters of the academic calendar. ESS will assign space to all requests that have been submitted by the posted deadlines and any requests submitted after a deadline may experience complications regarding availability of classroom spaces.

- 11 weeks prior to the beginning of the subsequent semester, requests for distant classes must be submitted
- 10 weeks prior to the beginning of the subsequent semester requests for regular classroom spaces must be submitted.
- Once these requests have been received, ESS has two weeks to schedule all of the requests for the next semester and identify all scheduling conflicts.
- 8 weeks prior to the beginning of the next semester, ESS sends out confirmations for all of the scheduled classes and those requesting classrooms have the opportunity to express any concerns about their reservations. If possible, adjustments will be made to the reservations to resolve any expressed concerns. However, there is no guarantee that requestors will receive confirmations for the exact rooms they have requested.

Once all classrooms have been scheduled for the next semester's courses, requests from any school or department for classroom spaces will be scheduled on a first-come, first-serve basis. This includes co-sponsored programs by a University Department for outside (external) agencies. This policy recognizes that units on the AMC campus fulfill their missions by engaging with the outside community in specialized ways. (Please see the policy related to use of AMC Campus spaces by External Agencies.)

2. Principles and Priorities for scheduling Common Shared Spaces

Common shared spaces on the Anschutz Medical Campus will be available to all faculty, staff, and students in support of public education, administrative meetings, student functions, receptions, and other various programs/lectures, on a first-come-first-serve basis with the exception of non-classroom spaces seating 100 or more (Auditoriums, Large Lecture Halls and large conference rooms).

There are numerous campus-wide programs and recurring programs that must use these large rooms to accommodate the audience size associated with the programs.

The procedure for scheduling these rooms is as follows:

- All requests for recurring conferences (i.e., grand rounds, weekly seminars, etc.) or one time multi-day conferences requiring large rooms for the next fiscal year must be submitted (via the online scheduler - <http://scheduler.uchsc.edu/virtualemsenterprise/>) no later than December 1st each year.
- Educational Support Services will attempt to schedule all of these events and identify any conflicts for resolution.
- Confirmations will be sent out by December 15th for conferences in held in the next fiscal year.
- **Priority for scheduling of large common spaces will be given as follows:**
 - a. Campus wide conferences (i.e., conferences requested by the Chancellor, Provost or Central Administration);
 - b. Recurring conferences (i.e., grand rounds, weekly seminars, etc.) in an attempt to provide consistency in locations;
 - c. One time multiple-day conferences (the Deans' Offices will arbitrate if these programs conflict with any recurring conferences in a particular room); and
 - d. Other conferences requiring large venues will be accommodated on a first come, first served basis.
 - If there are conflicting requests from departments within a single school/college, the Deans' Office in that respective school/college will be consulted to determine which request receives priority.
 - If there are conflicting requests from multiple schools/colleges, the Dean's Offices of both schools/colleges will be consulted to resolve the conflict and determine priority.
 - Requests for these rooms received after the submission deadline will be scheduled on a first come, first served basis, if the space is available.
 - Educational Support Services will maintain our NO BUMPING policy once rooms are scheduled. If a department needs a room that is already scheduled, they may contact the department already scheduled in the room to negotiate a change in the schedule, but no bumping will be allowed except by the Chancellor.

3. Principles and Priorities for Scheduling Departmentally Scheduled Shared Spaces

Departmentally scheduled shared spaces fall under the local control of a given school, department or other campus unit and are not scheduled by ESS. In order to maximize efficient use of campus facilities, the Chancellor's office expects that most spaces will be in the central scheduling database so that availability and event details are visible to the entire campus. Only a very limited number of spaces will be approved as exempt.

- Each school, department or other unit must designate individuals who will manage the scheduling of departmentally scheduled space, and such staff will be trained to enter and maintain information in the centralized room management systems.
- Schools, departments and other units are encouraged to post current scheduling policies and procedures on readily accessible web pages.
- No departmentally scheduled spaces viewable on the centralized room management system may impose any "bumping" rights once a reservation is confirmed for that room.

4. General Scheduling Policies

- a. ESS strives to assure requestors of the reliability of scheduling commitments; however, changes may be required should the Chancellor (and only the Chancellor) have an emergent need, or should equipment failure or other circumstance preclude the use of a given space.
- b. ESS will maintain an online database that provided a detailed inventory of all centrally scheduled spaces on the Anschutz Medical Campus. Individuals or departments that require space for teaching or other events will search the database and complete an online request form for the space(s) that most closely match their needs.
- c. The central scheduling management database shows all equipment and other features of each assignable space. Rooms come equipped only with what is shown in this database, and the requestor is responsible for acquiring any other hardware or making arrangements for any other special requirements. .
- d. Room swapping: Occasionally a department/division may be willing to move an event to another room to accommodate the urgent need of another requestor. ESS does not directly broker such changes, but will supply contact information to facilitate negotiations between the two entities. Should a change be agreed upon, both parties must inform ESS of the details so that scheduling changes can be visible online to the campus.

- e. Special areas: there are number of areas on the campus (i.e. Student Community Bridge, atriums, lobbies, etc.) that be may be used for events, but because these are major pedestrian avenues during the day, requestors must be aware that it is not possible to prevent people from passing through these areas and it is required for fire and safety purposes, that adequate passage space is maintained.
- f. Outdoor spaces: can be scheduled like any physical room via the online scheduling management system.

5. Responsibilities for Use of Spaces

- a. Access to buildings: The person/department requesting a room is responsible for arrangements to access buildings before or after normal operating hours. If an event occurs during non-business hours, the person/department hosting the event will need to arrange access for participants, which may be done by contacting Campus Police in advance. The requestor is responsible for any charges related to access or special security requirements.
- b. Restricted areas: If a room has been reserved in a restricted area, the requestor must make arrangements with the Building Administrator prior to the event so that access arrangements are in place.
- c. The requestor is responsible for returning a room to the furniture layout shown on the diagram posted inside the door. For a fee, the requestor may arrange for Facilities Operations to set up furniture and provide additional trash receptacles for an event. They can also be contracted to return the space to its original layout immediately following the event.
- d. Parking: The requestor is responsible for contacting Parking and Transportation in advance of any event to ensure necessary parking arrangements have been made.
- e. Food: Food and drinks (all beverages must have lids) may be taken into any room (except laboratories) and outdoor spaces. The requestor is responsible for disposal of all paper products, left-over food, etc. into the appropriate trash receptacles immediately after the event concludes. The requestor may arrange for the campus contractor for cleaning services to remove trash and will be responsible for any charges incurred. The requestor must arrange to have someone in the room to accept delivery of food and other provisions. Delivery and cleanup cannot conflict with other pre-scheduled use of the space.
- f. Caterers: If a caterer is employed, the requestor must arrange for the caterer to reclaim coffee pots, serving trays, etc., immediately following the event. ESS is not responsible for ensuring the storage or return of caterer materials. If catering materials are not retrieved immediately following the event, they may be disposed and the department is responsible for any costs related to loss of these materials. If a caterer provides hot food/drinks, this must be done in

conformance with the campus policy on attended heating appliances. The most common causes of unwanted fire alarms on campus involve heating units that are not attended. Consequently, all heating units must have someone in attendance while the unit is in operation, including but not limited to: coffee pots, microwave ovens, popcorn poppers, standard ovens, space heaters, hot plates, and laboratory heating units. Requestors may contact the Fire and Life Safety Officer by telephone at 303-724-0293, and the full policy is available at:

<http://www.uchsc.edu/facilitie/firesaftey/docs/UCDHSCComplianceNote-AttendedHeating.pdf>

6. Reporting on space utilization

ESS, the University of Colorado Denver Planning Office and Office of Institutional Research will report on appropriate data as called for by the Colorado Commission on Higher Education, the CU System, or others.

7. Policy Review and Revision

This policy will be reviewed and modified (as necessary) during the summer of each fiscal year.