

SCHEDULING & FACILITY USE

ROOM SCHEDULE

Classrooms will be scheduled at the beginning of each quarter by the scheduling manager. Consult the scheduling board near building entrances. Requests for classrooms with special facilities should be made at least six weeks in advance of the start of the new quarter. No changes are to be made in the room assignment without approval from the scheduling manager. All special events, meetings, etc., are to be scheduled in the Center for Adult Learning.

CLASSROOM FACILITIES

Prior approval must be secured from the Physical Plant Office before moving any furniture such as tables, desks, chairs, etc., from classroom to classroom. If a change is needed to expand an area, this same office should be informed of the needed changes.

WEEKLY CALENDAR

Please notify the Center for Adult Learning of any special event or activity taking place during regular class time which is open to the public so it can be placed on the weekly calendar.

TWO-WAY TV & SATELLITE PROGRAMS

All TV and Satellite rooms will be scheduled through the Computer Services Department.

In order to clarify responsibility and establish authority for granting approval to schedule University space for a variety of functions, the following procedure is suggested:

Procedures for scheduling special activities: The Student Services office must approve any special student activity or function. Faculty members wishing to schedule convocation, lectures, seminars, or committee meetings are to arrange for facilities and special equipment needs through the Center for Adult Learning. Invitation for meetings of learned, scientific or professional societies can be extended by faculty members but should be reviewed prior to final scheduling by the Dean.

The use of campus facilities is restricted to: 1.) University credit courses; 2.) non-credit courses, institutes and conferences organized by the Center for Adult Learning; 3.) educational meetings sponsored by the departments for the University; 4.) student functions approved by the Student Services Office; 5.) education meetings sponsored by University faculty members in conjunction with outside organizations; 6.) meetings of professional, scientific and learned organizations having state or national recognition and arranged by University faculty or staff members; 7.) meetings of educational organizations that are professionally recognized as having a direct relationship to elementary and secondary education or to colleges and universities, either public or private; 8.) non-college and University groups for meetings of public or social significance that are a desirable contribution to general community welfare.

Priority listing of scheduling University space: 1.) University credit courses; 2.) continuing education courses, conferences and institutes organized by the Center for Adult Learning*; 3.) Activities organized for the direct benefit and participation of student and faculty members. All administrative and specific costs for this type activity will be absorbed by the University. This priority will be in effect only if the activity is scheduled ten days prior to the event; 4.) Activities for non-profit organizations and arranged by faculty or students. The group will be charged for specific costs and if admission to the program is collected by the group, an administrative charge will also be assessed. Final authority for scheduling and determining whether charges should be assessed rests with Campus Dean.

Scheduling of student social events: The Student Services Office is responsible for scheduling social events and seeing that each recognized student group that sponsors a social event completes the proper forms at least one week prior to the event. This form must indicate at least two faculty chaperones. Three copies of the form are to be made with one distributed to the Center for Adult Learning; a second to the Building Maintenance Engineer; the third is to be retained for filing in the Student Services Office. Special needs in the physical setup should be described on the form to the Maintenance Engineer.

RENTALS OF CAMPUS FACILITIES

Regular classrooms and facilities are available at Ohio University-Lancaster to organizations on a space available basis.

Fees:

Regular Classroom:	\$35 per room, per half day
Conference Room:	\$35 per room, per half day
Auditorium:	\$250 per calendar day
Gymnasium:	\$350 per day (\$550 per day if carpet is requested)
Computer Lab:	\$900 per day/\$450 per half day for groups of 6 or more; for less than 6 \$50 per computer per day, \$25 per computer per half day
John Bright Bridge:	\$30 per event (renter responsible for set-up and clean-up)
Maintenance:	\$30 per hour for custodial services (overtime) \$7.50 per hour for student assistant (ex. gym attendant)
Library:	<u>Audiovisual Equipment:</u> \$20 per day for each piece of equipment ordered except for a computer projector which is \$50 and the multimedia cart which is \$100 <u>Video taping by Library staff:</u> \$10 per hour plus \$20 per day for each piece of equipment rented

Each room is equipped with an overhead projector, screen, blackboard, chalk, eraser, and a table top podium. There will be a \$20 charge per piece of equipment for any additional equipment that may be requested, such as video tape players, slide projectors, etc. Equipment must be requested at least 3 days prior to the scheduled event from the Center for Adult Learning. Custodial charges may be applied if the scheduled event requires unplanned custodial assistance.