Classroom Use Policy, Traditional & Technology
USG Policy 1 (1.10) | Approved by the Executive Director, November 2018

I. Purpose and Applicability
The purpose of this Policy on Classroom Use is to define when and how classrooms at the Universities at Shady Grove (USG) may be used by faculty, students, staff and external users. This policy does not apply to spaces within the Michael and Shannon Priddy Library. This Policy mandates and ensures compliance with other USG policies and State law.

II. Definitions
A. Traditional Classrooms: lecture style classrooms of varying size and configuration that are comprised of desks (movable or fixed), a whiteboard and instructor podium. This includes collaborative learning spaces in Buildings 3 and 4 such as I-108 and I-203/203A.

B. Technology Classrooms: classrooms featuring specialized instructional technology including IVN, the Marriott Teaching Classrooms, computer classrooms and active learning classrooms in Buildings 3 and 4.

C. Institutional Partners: any institution that has signed an MOU with the Universities at Shady Grove to provide academic programs on the USG campus.

D. Campus User: students, faculty or staff from any USM Institutional partner with a valid USG ID card; affiliated business partners; USG Administrative staff, registered Student Organizations, ACES Students, and affiliated contractors such as the Bookstore, Food Service and Security personnel.

E. External User: Conference and Events clients participating in a contracted event at USG; alumni of the nine USG partner institutions; any member of the public that does not have a USG ID and is in no way affiliated with USG or its Institutional Partners.

III. Policy Statement
A. Classes and exams receive priority booking over any other event or activity when scheduling classrooms during a prescribed timeline (See Classroom Reservation Procedure). Once all classes and exams have been scheduled for the upcoming semester, classrooms become available for reservation by Administrative Staff including Conference and Events, Partner Staff, and Student Organizations through the online reservation portal.

B. Occasionally, an academic class or exam may need to be moved from its original location. The Office of Academic Scheduling will explore all available options that do not require
displacing a scheduled event. If the proposed location is already booked by Conference and Events (CES), Academic Scheduling will contact CES to see if alternate arrangements can be made for their client. See the Classroom Reservation Procedure for additional instructions.

C. Classrooms are for the primary use of Campus Users or External Users participating in a confirmed Conference and Events activity. Any individual or group using a classroom must have a confirmed reservation or a valid USG ID Card and produce it upon request of a USG Official. Any individual without a confirmed reservation or valid USG ID card will be asked to relocate to a designated Public Space.

D. If there are no confirmed reservations, classrooms are available to students with a valid USG ID for studying on a first-come, first-serve basis during building operating hours.

E. Locking and Unlocking Classrooms
   1. In Building I, all traditional and technology classrooms will be unlocked at all times during the operating hours of that building.

   2. In Building II, all traditional classrooms will be unlocked at all times during the operating hours of that building. The Marriott Teaching technology classrooms will remain locked unless there is a confirmed reservation or request from the Program Director or Academic Scheduler.

   3. In Building III, all traditional classrooms will be unlocked at all times during the operating hours of that building. Technology classrooms in Building III are unlocked when the building opens in the morning and locked when the Office of Information Technology help desk closes each evening.

   4. Each day, after classrooms are locked, USG Security Guards will inspect the rooms to make sure they are empty and secure.

F. USG follows a shared space model - classrooms must be available for use by all Institutional Partners. Exceptions may be made on a case by case basis. For example, when an academic program has made substantial financial investments into a particular classroom, that program may have priority when booking. However, the space is still available for all Campus Users. Academic Scheduling will notify the Program Director of the academic program that made the improvements if the classroom is needed by another user.

G. All USG provided and managed workstations require each user to login using their USG assigned login credentials. For additional details please refer to USG’s Office of Information Technology IT Security Policy.

H. Fees will be assessed for the usage of all traditional and technology classrooms.