



Texas Tech University

Operating Policy and Procedure

OP 61.23: Use of University Classrooms and Academic Facilities

DATE: August 26, 2005

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures in handling matters related to scheduling classrooms by academic units, registered student organizations in accordance with the *Student Affairs Handbook*, and other support programs.

REVIEW: This OP will be reviewed by September 1 of every odd-numbered year by the director of Academic Support and Facilities Resources (ASFR) and the senior vice provost for academic affairs. Recommendations for revisions will be forwarded to the provost/senior vice president for academic affairs (PSVPAA).

POLICY/PROCEDURE

1. Priority

- a. The academic space and facilities of the university are intended primarily to support the on-going instructional program of the institution. Secondary priority is given to programs sponsored and conducted by university academic and administrative departments, by organizations affiliated with such departments, or by registered student organizations. Other use of campus space and facilities may be permitted for activities intended to serve or benefit the university community.
- b. The Facilities Allocation Council is responsible for designating rooms as classrooms, and the scheduled use of classrooms is the responsibility of the PSVPAA, through the university ASFR director and individual academic units, as authorized by the ASFR office.
- c. With approval from the PSVPAA, space may be prescheduled and reserved before classes are scheduled (e.g., a national or regional conference that would bring significant recognition to the university might be scheduled). Once reserved (usually one to three years in advance), such space needs are incorporated into the university schedule plans. Temporary relocation of classes may be required during these activities.
- d. University academic buildings or grounds may be used only by individuals connected with the university. An individual who is not a student, faculty, or staff member may attend functions held on university property, but the function must be sponsored by and affiliated with a university department or registered student organization.

2. Scheduling

- a. Use of academic space is under the direction of ASFR with the exception of the following:

Student Union, Law School, Recreation Center, West Hall, the Library, Museum, National Ranching Heritage Center, International Cultural Center, United Spirit Arena, residence halls, and other auxiliary or administrative buildings. Any use of academic space by student organizations must be approved by ASFR. The university is under no obligation to honor reservations made outside approved operating procedures. No department, student, or registered organization may reserve academic space or facilities on campus and then permit its use by a non-registered organization or off-campus group or person.

- b. Reservations through appropriate offices must be made for using rooms in buildings controlled by the university. Reservation requests must be made to ASFR, except for those buildings noted in 2.a above, and are granted based on availability and the priorities of the desired space. Applications from registered student organizations must be signed by the organization's president and faculty adviser, while requests from individuals must be signed by the person applying for the use.
- c. Requests for heating or cooling outside of normal operating hours should be cleared with ASFR to confirm room and energy requirements. If such requests concern academic classrooms or facilities, they must be made in writing to the Office of Academic Support and Facilities Resources and must include specific rooms, dates, times, and justifications. The university reserves the right to charge a utilities fee to organizations outside the Texas Tech community using academic space outside normal HVAC (heating, ventilation, air conditioning) operating hours.
- d. Classes and labs are to be scheduled on standard university time-start and time-stop cycles. In the current long terms, MWF cycles begin on the hour, from 8:00 a.m. until 6:00 p.m., and TT cycles begin at 8:00, 9:30, 11:00, 12:30, 2:00, and 3:30 or 4:30 p.m. Justifications for deviations from standard time cycles must be submitted by the academic unit to ASFR for prior approval. Classes not meeting on standard time cycles will normally be scheduled during hours of non-peak usage (e.g., afternoons). Classes initially shown as "arranged" should be assigned meeting times and rooms whenever possible.

3. Academic Classes

- a. Academic units may schedule specified classrooms and class labs within guidelines provided by ASFR.
- b. Reservations for academic classes outside user priority areas or for specific space, other than labs, must be scheduled through ASFR. When necessary, restrictions will be communicated to the academic units concerning the maximum number of sections that may be scheduled at any one time. Classroom assignments will be based on the most effective use of campus facilities.

4. Security

- a. Requests for locking and unlocking outside doors in academic buildings on a one-time or continuing basis must be approved by ASFR. Texas Tech personnel do not unlock outside doors without prior approval from ASFR. Custodial Services personnel are not authorized to vary outside door locking/unlocking schedules.
- b. Students and faculty in academic space after hours should be able to produce a student identification card, faculty/staff identification card, or valid driver's license when one is requested by a university official.

- c. Academic departments are urged to avoid scheduling activities that necessitate having buildings unlocked on weekends and holidays.
- d. Keys to classroom doors are issued in accordance with OP 61.15. Academic departments choosing to lock classroom doors are responsible for authorizing the issuance of keys to instructors assigned classroom space in their building. Departments also are responsible for making certain instructors have access to classrooms until keys are issued. Classroom doors must be unlocked by academic departments during final examinations.

5. **Final Examinations**

- a. Room reservation requests for departmental or multi-section examinations must be submitted in writing to ASFR no earlier than 60 days and no later than 30 days before the first day of final examinations. Classroom space desired for final examinations (different from that assigned for class use during the semester) should also be requested in writing during this period. Reservations are confirmed in writing.
- b. Requests for changes in examination time must be submitted in writing to ASFR after being approved in writing by the appropriate dean and the senior vice provost for academic affairs.
- c. Meetings, conferences, etc., held during the final examination period should be restricted, particularly those using classroom space. No student meetings will be permitted in classrooms during this period.

6. **Student Organizations**

- a. Any registered student organization may request space in academic buildings for specific purposes. These purposes may include, but are not limited to: regular meetings of honorary or professional organizations; one-time-only lectures, seminars, or workshops; study halls; and special programs or functions. Activities must be appropriate to the space and time. Application for such use must be scheduled through ASFR according to established procedures.

Students with approved reservations for academic space must be able to present a student identification card when requested by any university official. Failure to do so will result in the student or group being asked to leave the building. Student groups using academic space without permission are subject to loss of use privileges for a period of time specified by the ASFR director and/or other disciplinary action.

No recurring space assignments are made for student organizations with the exception of study halls, which may be scheduled for the semester with the understanding that such use may be preempted by academic units.

- b. All assignments are based on use consistent with the purposes of the university and on available space. This space is assigned under the following conditions: the intended use is in keeping with the educational purposes of the university; the intended use does not conflict with use by academic programs or academic organizations; no suitable space is available in the Student Union; and the intended use does not conflict with normal security, custodial, and maintenance schedules.
- c. Written requests from established departments or registered student organizations should be renewed each calendar year or at the discretion of ASFR. Rooms are not reserved for use during final examination periods. Academic use by departments and colleges has priority

- over other uses, and organizational assignments may be changed or cancelled if conflicts with regular academic programs develop.
- d. Registered student organizations must be out of the building by 10 p.m., Monday - Thursday, unless authorized in writing by ASFR. Requests for extended hours, after 10 p.m. on weeknights or on weekends, must be presented in writing directly to the Office of Academic Support and Facilities Resources at least ten days prior to the date of the event. At the discretion of ASFR staff, an organization or group may be asked to pay a predetermined fee to cover security costs. With very few exceptions, academic buildings are not available for use by student groups on weekends. The group using the facility is responsible for returning it to its original condition of cleanliness, chair arrangement, etc. Any group leaving a room in poor condition will be charged a minimum \$25 fee for extra custodial service.
 - e. Because academic classes may be meeting nearby, student groups using classrooms are expected to conduct their activities quietly. Complaints from instructors may result in the cancellation of a reservation. Disruptive behavior may result in a group being escorted from the building.
 - f. An organization that does not abide by the rules governing use of academic space may be denied further access to such space.

7. **Support Programs**

- a. Organizations such as the Center for Professional Development, Upward Bound, Special Services, Testing and Evaluation, etc., may reserve rooms in academic facilities when space is available. Specific space reservations made with ASFR earlier than 90 days before the scheduled use may be preempted by academic needs. Reservations for recurring use must be renewed each semester. Academic use by departments and colleges has priority over other uses.
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