



Policy for Reserving University Hall Training Classrooms

Purpose

To ensure optimal utilization of technology enriched training and development facilities managed and scheduled through the Office of Information Technology

Background

With the opening of University Hall on January 3, 2006, the Office of Information Technology has added several rooms to its inventory of teaching and learning spaces that are provisioned with various technology options including: video conferencing, multi-media presentation tools, portable laptop computing labs, and satellite downlinks. This expansion of our technology and media enriched facilities permits a corresponding growth in the variety and frequency of professional development activities and events offered by the Technology Training and Integration unit within the Office of Information Technology. It is also understood that other operating units throughout the University will, on occasion, wish to avail themselves of these improved facilities. It is with this growth in mind as well as our desire to ensure that these valuable technology training resources are utilized to their fullest potential that this policy has been crafted and is related to the manner for which these facilities are intended. It is important to remind our valued customers of the scheduling priority structure regarding the booking and utilization of this instructional resource as well the possible need for scheduled events to, at times, be superseded by higher priority events that might cause the reservation to be bumped. What follows is a policy that the Office of Information Technology has established for reserving University Hall Training Classrooms:

Types of Events

The University Hall Training Classrooms (5009, 5011, and 5013) can be used to facilitate presentations, interviews and satellite downlinks that require technology instructional applications, which can include software training and specialized application training.

In order to ensure maximum utilization of our capacity, these rooms are offered to the entire University community for one-of-a-kind and extraordinary events that have a Technology Training and/or Professional Development purpose. These rooms are not part of the regularly scheduled inventory of classroom and meeting spaces that are available to support the academic program. Accordingly, members of the community should not anticipate scheduling them on an ongoing and recurring basis.

Scheduling Rooms

A reservation request should be submitted at least two weeks in advance by contacting Susan Graham at grahams@mail.montclair.edu, but may be approved if submitted later. The Office of Information Technology (OIT) reserves the right to cancel an approved reservation or reject any reservation in accordance with the terms and conditions related to the "Types of Events" criteria outlined above. It is, therefore, recommended that members of the community requesting one of these rooms have a contingency plan should circumstances require a reservation to be cancelled.

Equipment Instructions/Requirements and Room Preparation

- Equipment instructions and requirements: It is the responsibility of the individuals reserving the University Hall OIT classrooms to email the Helpdesk at helpdesk.montclair.edu, and cc Stanley Henry at least 2-3 business days before the event to make these arrangements.

Contact info: Stanley Henry X4241, Helpdesk: 7971

- *Please be aware that participants using this facility that are not MSU employees must register their computers on the MSU network prior to the event. For assistance, please call X7971.*
- Room preparation: OIT is not responsible for the arrangement of the training rooms:
 - You may rearrange the tables and chairs as needed, but the furniture must be returned to the exact configuration as when you entered.
 - Tables and chairs are not to be removed from any area.
 - Each room has the capacity of seating 34 participants, partitioned with mobile room dividers. These dividers can be opened to allow for larger audiences, necessitating the booking of 2-3 contiguous rooms. In that event, it is the responsibility of the individual booking the rooms to:
 - Create a work order by contacting Facilities Operations at <http://maintenancesrv.montclair.edu/home.html> requesting the opening/closing of the dividers with the date/time of the opening and closing. They may be contacted at X5444
 - If any furniture needs to be arranged in any special configuration, this should be included in the work order request
 - This service must be requested two weeks in advance of your event

Cancellations

Please contact Susan Graham at extension 5449.

Your cooperation with the OIT policy for reserving Training classrooms is appreciated. Please contact Susan Graham should you have any further questions or concerns regarding the policy.