

Guidelines for Use of General Purpose Smart Classrooms
By Formal SA Recognized Student Organizations

1. SA recognized student organizations may request approval to use general purpose smart classrooms for meetings. These classrooms may be considered for such use only during those periods of the year when classes are in session. Only classrooms housed in those buildings that are in use during the session are available for consideration. A list of classrooms that can be considered for this purpose has been developed by the Assist. Director for Registration and Scheduling and the Vice Provost for Resource Planning. This listing of approved classrooms for use by SA recognized student organization's meetings has been made available to Student Involvement and Leadership Development in Student Affairs.
2. A student organization's faculty/staff advisor must submit a written request to the Director of Student Involvement and Leadership Development in Student Affairs for use of the smart classroom in conjunction with the organization's meeting(s) and this advisor or the advisor's designee (who may be a student member of the student organization) must assume responsibility for the appearance of the room after its use and for the security of the technology in the room, including locking up the room for the evening when the meeting is completed.

The responsible individual must be indicated in the letter of request and the student organization's cost center must also be provided.

3. If any smart classroom equipment is to be used, this must be indicated on the request. The faculty/staff advisor to the organization or his/her designee must be one who is knowledgeable about and experienced in the operation of smart room technology equipment. The organization's faculty/staff advisor or designee is in charge of solving any immediate on-site uncertainties that might arise about use of the equipment.
4. The student organization must assume responsibility for replacing damaged or stolen equipment that occurs as a result of use of smart classrooms by student organizations. This includes fiscal responsibility and that is why cost center information is required as part of the request.
5. All information about the room, the student organization, the date and start/end times of the meeting, and the name of the responsible faculty/staff advisor and designee (when appropriate) must be provided in the letter of request. Use of classrooms for such meetings must end on or before 11:00 p.m. SA recognized organizations may request all day use on weekend days, but to the extent that the same organization makes such a request across several weekends during the semester, the organization must recognize that they may be bumped out of the room on some of the dates initially approved, i.e., extended and advanced room reservations are only approved with the understanding that bumping is possible with advanced notice of such.