Connie L. Lurie College of Education Dean's Office Off-line Room Policies:
Rooms have been grouped for policies based on the equipment and functionality of rooms.

Standard Room Policies: These policies apply to all Dean's office off-line rooms.
A. Faculty and staff must ensure that doors and windows are closed and secured when rooms are not in use. No students are allowed to be in a room without COE personnel. Faculty must have all students exit the room when class has ended.
B. Faculty, staff, and students must not remove any furniture or equipment from the rooms.
C. Any mess that occurs during the time a room is reserved should be cleaned immediately, particularly spills. A cleaning kit with spray cleaner, carpet/upholstery cleaner, white board cleaner, and rags are in every room. If the person responsible for the room is unable to clean the mess or have students do so, he or she should call the Dean's office staff so that the mess can be taken care of. Student assistants will make weekly checks of the rooms to ensure the cleaning kits are stocked with supplies.
D. The person responsible for the room should quickly scan the room upon entry and exit of the room to determine if anything is missing or out of order. If anything is missing, damaged, or needs maintenance, the person responsible for the room should call the Dean's office and leave a message.
E. To minimize the potential for damage to the interactive white boards, any person requesting to use a room that contains an interactive white board must first be trained on the use of the board – even if the person does not plan on using the equipment.
F. Reserving rooms for unsupervised student use during the weekends and holidays is not permitted.
**No-Food Room Policies:** SH 412 and SH 447 have been designated as No Food Rooms in order to maintain the condition of the furniture and equipment (mediascapes).

A. All standard room polices apply plus no food or drinks of any kind are allowed in the rooms.

**Unique Room Policies:** SH 331 and SH 446 have been designated for unique functions.

**SH 331**

A. SH 331 is designated to primarily serve faculty and staff functions and is equipped with a variety of furniture and equipment. Priority for reserving the room is given to faculty and staff functions.

B. Those who reserve and use SH 331 must ensure that all furniture is returned to its original configuration.

C. SH 331 may be reserved as an entire room for a single event or concurrently by multiple groups for different sections of the room.

D. All other standard room policies apply.

**SH 446**

A. SH 446 is designed as a student lounge that will be available to use for all COE students.

B. The room is equipped with a copier/scanner for students to use (no paper will be supplied). Students may scan materials and send it to themselves using the machine. Copies can be made if students supply their own paper. Copy policy will be reviewed at a later date after frequency of use is determined.

C. Students must use their student id number to enter the room (if feasible to program the omni lock with student id #s) and must sign in on the sign-in sheet. All students must sign in or will lose access to the room.

D. A surveillance camera will be placed in the room that records, at minimum, a month of footage for review if any items go missing.

E. Student assistants will be assigned to check the room 3 times a day. These student assistants will check the furniture, cleanliness, student sign-in sheet, and condition of the copy machine. The last check of the day will be at closing time in which all students must exit the room. The omni lock will be programmed to remain locked until the opening time the next day. If possible, student assistants will be staffed to 7:30pm in order to keep the lounge open just prior to late classes.

F. Signage will instruct students to clean any messes and call the Dean's office to report any problems with the room.

Signs for specific room policies and a checklist of equipment for each room have been placed on room doors (see attached room check lists).
Room Reservation Procedures

Rooms may be reserved by all COE faculty and staff. Those who reserve the room will be held responsible for the room condition.

A Google Form has been created for each department in the COE in order for personnel to make room reservations. The electronic form is linked to each department's webpage. Personnel who would like to reserve a room may go to the link and fill out the required fields.

Violation of room polices

If it is revealed that the person responsible for a room did not follow room polices, that person will receive an email reminding her or him of the policies. If that person is found not to follow the policies on a second occasion, that person may be restricted from reserving a Dean's office off-line room for the remainder of the semester.