

UMSN CLASSROOM RESERVATION GUIDELINES

Classrooms in the 400 North Ingalls Building (400 NIB) / Nursing 1 and 426 North Ingalls Building (426 NIB) / Nursing 2 are only available for reservation by members of the University of Michigan School of Nursing (UMSN) community for activities related to the mission of UMSN.

These guidelines specifically pertain to the UMSN classrooms managed by the UMSN Records Team. Common spaces in the UMSN Facilities can also be reserved using the classroom reservation request form. For specific questions about the use of common spaces, please contact UMSN-Facilities@umich.edu

- *For more information about requests for Conference Rooms, contact UMSN-FacultyAdminSupport@med.umich.edu.*

Before making a classroom reservation request, please note the following:

- The classroom request queue will be accessed only once per day. Requests submitted for the same day are not guaranteed to be accommodated. Please plan accordingly to ensure your requests are submitted in a timely manner.
- Staff support, catering, and A/V assistance are not provided with any classroom reservation. If you anticipate the need for A/V assistance for a reservation during 8 a.m. to 5 p.m. weekday hours, please contact Nursing IT as soon as possible **after your reservation has been confirmed** at Nursing-Help@umich.edu.
- No food or drink is permitted in rooms 1000, 2000, or 2250 in Nursing 2.
- The School of Nursing is required to ensure the number of occupants in each classroom closely matches the available seating capacity in accordance with University guidelines.

Curricular Requests

The Nursing 1 and Nursing 2 classrooms that are available for reservation are academic spaces. As such, scheduling of curricular needs is the priority. Examples of curricular requests include extra time to set up a classroom for teaching needs, a recurring department meeting, clinical debriefs, and review sessions. You will receive a response regarding curricular requests within two business days, though more complicated requests or requests for future terms may require more time. You will be notified if this is the case.

Non-Curricular Requests

Examples of acceptable non-curricular requests include Nursing student study groups, Nursing student group events, advising/admissions events, or other similar events related to the School of Nursing. The School of Nursing classrooms are not considered general event spacing. As such, requests to host conferences, trainings, or large group meetings that do not pertain to the School of Nursing may require additional time for review and a cost analysis to determine if fees to use the space will be required.

The School of Nursing adheres to the following guidelines for non-curricular events. These guidelines have been mandated by the University of Michigan Office of the Provost in the *Class and Classroom Scheduling Policy*.

- Events that need a classroom after 5 p.m. or on the weekend can be scheduled at any time throughout the year.
- Events that need a classroom on weekdays between 8 a.m. and 5 p.m. must wait until curriculum

schedules and classroom assignments have been finalized, approximately two months before the start of the term. Earlier reservations are possible only with approval from the Registrar's Office.

Events scheduled outside of building hours require a host who is affiliated with the School of Nursing and has access to the building.

You will receive a response regarding non-curricular requests for the *current* term and any non-curricular after-hours or weekend requests within two business days, though more complicated requests may require more time. You will be notified if this is the case.

You will receive a response regarding weekday non-curricular requests for *future* terms after March 15 for the spring/summer terms, July 15 for the fall term, and November 15 for the winter term. Please allow one week after these dates for us to process the backlog of requests. If your space needs to be confirmed sooner than these dates, you may wish to consider other event-focused facilities.

Cleanliness Guidelines

All users of UMSN classrooms must adhere to the following classroom cleanliness guidelines:

- Please return tables, chairs, podiums, overhead projectors, and any other A/V equipment to their original positions.
- Please clean tabletops and other surfaces of litter, food crumbs, beverage containers, and spills.
- Please remove posters, flyers, displays, and other presentation materials.
- Please place all trash in receptacles.

Guidelines for On-Campus Intensives

Classroom space in Nursing 1 and Nursing 2 is prioritized for residential programs to provide the students and faculty with continuity throughout the term and to provide appropriate space for the enrollment and classroom needs. On-campus intensives for digital education programs will primarily be placed in the Nursing Auditorium in 300 NIB. In most cases, this space allows for continuity throughout the on-campus intensive. The Nursing Auditorium was renovated in 2019 with state-of-the-art technology and includes multipurpose furniture that can meet the needs for a variety of classroom activities. If faculty determine that they need alternative space for some of the classroom activities or events associated with the on-campus intensives, they can request classrooms in Nursing 1 or Nursing 2 using the Classroom Request Form. The Records Team will review available space and confirm if the request can be accommodated after classrooms for the residential programs have been finalized on a term by term basis. Alternative space options may not provide a consistent room assignment throughout the entire on-campus intensive. Space in the Clinical Learning Center can be reserved by contacting UMSN-CLC-Mailbox@med.umich.edu.