

UMSN CLASSROOM RESERVATION GUIDELINES

Classrooms in the School of Nursing Building (SNB) and North Ingalls Building (NIB) 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.

Before making a reservation request, please note the following:

- 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 ITS as soon as possible ***after your reservation has been confirmed*** at 734-764-4357.
- No food or drink is permitted in SNB 1000, SNB 2000, or SNB 2250.

Curricular Requests

The SNB and NIB 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 48 hours, though more complicated requests or requests for future terms may require more time. You will be notified if this is the case. Though every effort will be made to complete same-day requests, these requests cannot be guaranteed.

Non-Curricular Requests

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* and include the following:

- 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 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.

You will receive a response regarding non-curricular requests for the *current* term and any non-curricular after-hours or weekend requests within 48 hours, 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 no sooner than March 15 for the spring/summer terms, July 15 for the fall term, and November 15 for the winter term. 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.