

## Electronic Classrooms Scheduling Policies

Electronic classrooms may be scheduled for special events (by faculty and staff only) if they are not scheduled for regular classes. Student groups and outside organizations may not reserve an electronic classroom for any reason. Please observe the following procedures when scheduling these classrooms.

- a. Faculty or Staff (no student groups or outside organizations) must contact Central Scheduling (x6098 or through the web at <http://www.union.edu/Events>) to reserve the room
- b. Central Scheduling will need the following information:
  - Date of event
  - Start and end time of event (including any set up time)
  - Name of contact/person using the classroom
  - Contact’s phone number
  - Whether electronic equipment will be used; if yes, person using the room needs to have received training from ITS.
  - Special requests (if any; examples include: software installation, operator support, microphones, etc.)

Because of support issues, Central Scheduling and ITS must have a certain amount of advance notice when reserving an electronic classroom. The required advance notice for events is listed below.

Length of Program	Required Notice
<b>Weekdays</b> – 4 hours or less (8:30 AM – 5:00 PM)	3 Business Days
<b>Weekdays</b> – 5 hours or less (5:00 PM -10:00 PM)	3 Business Days
<b>Weekdays</b> – One day	2 Weeks
<b>Weekends</b> – One day (any length)	2 Weeks
<b>Multi-day</b>	1 Month

The current list of electronic classrooms includes: Arts 215, Bailey 201, Bailey 207, Bailey 312, Humanities 008, Humanities 014, Humanities 016, Humanities 019, Humanities 112, Humanities 117, NWSE 210, Olin 106, Olin 107, Olin 115, Olin 204, Olin 206, Olin 306, Olin 307, Social Sciences 010, Social Sciences 012, Social Sciences 014, Social Sciences 016, Social Sciences 017, Taylor Music Center 120, Taylor Music Center 224, and Steinmetz 106. Please be aware that this list may be added to at any time as the College renovates classrooms.

If you have questions, please contact the Director of Academic Computing at 388-6293.