

I. ROOM SCHEDULING AND USE POLICY

1. Purpose

- a. The purpose of this policy is to set forth the policies and procedures regarding scheduling space in the DET managed rooms. Furthermore, the policy specifies the process for requesting and obtaining the allocation of such space for classes and other functions as well as equipment.

2. Policy Statement

- a. The Currin Carlisle Learning Center's mission is to provide a supportive and enriching learning environment to serve our ZSFG community. DET staffs the Learning Center and strives to manage its common spaces with a high degree of efficiency and in keeping with the needs of its educational mission. Allocation of the space is based on the criteria and procedures detailed below.

3. Definitions

- a. Department of Education and Training (DET): staff supporting the Learning Center and ZSFG.
- b. The Learning Center: the physical space occupied by DET.
- c. DET Managed Rooms: rooms managed, maintained and scheduled by DET.
- d. Individual Requester: individual/group/organization requesting use of a DET managed room.
- e. Equipment: technology resources used to support learning sessions (e.g. AV, laptops, camera, etc.)

4. Available Rooms

- a. DET managed rooms include:
 - i. Learning Center Large Room (3200)
 - ii. Learning Center Conference Room (3201)
 - iii. Simulation Training Room
 - iv. Solarium Room (Bldg 40, 5th Floor)
 - v. Computer Training Room (Bldg. 40, 5th Floor)

5. General Guidelines

- a. DET is responsible for:
 - i. Maintaining accurate schedules for the meeting spaces listed above;
 - ii. Maintaining and replacing equipment in the spaces under scheduling control;
 - iii. Coordinating meeting room set-up with the individual requester.
- b. Individual requesters are responsible for:
 - i. Submitting a meeting request form in a timely manner;
 - ii. Specifying scheduling details regarding class size, specific equipment/support needs and date/time of requested event;
 - iii. Damages that occurs to the room or equipment
 - iv. Returning the room to its original condition
 - v. Adhering to the other procedures detailed in this policy.

- c. DET cannot be responsible for children of meeting room participants. Children under the age of 10 must be supervised by a parent or guardian at all times.
- d. DET assumes no responsibility for any equipment, supplies, materials and personal properties owned by the individuals, organizations or groups using the rooms. There is not secured storage area available.
- e. Restricted areas include the DET offices, staff break room, and storage room.
- f. Meeting facilitators and trainers are allowed access to the staff break room for use of the microwave and refrigerator during break times.

6. Room Scheduling

- a. The Administrative Support person and IS Administrator are responsible for scheduling and coordinating the use of the DET managed rooms.
- b. Priority use of the rooms will be given to the following:
 - i. DET sponsored trainings
 - ii. UCSF Center for Healthcare Simulation
 - iii. Education and Trainings that support ZSFG strategic plan
 - iv. Meetings or sessions with learning objectives
- c. DET reserves the right to preempt scheduled activities when they conflict with the above priorities. DET will make every attempt to provide advanced notice.
- d. Scheduling use of the rooms is on a first come-first served basis. DET reserves the right to refuse the use of rooms to individuals, groups or organizations deemed unsuitable.
- e. The rooms are available from 8:00AM to 4:30PM, Monday through Friday, excluding holidays. Events/trainings must end by 4:45PM, Monday through Friday. Use of the rooms before or after these set times requires a DET staff person to be present, therefore, use during off hours will be limited and must be pre-approved by the manager.
- f. All scheduled events can be viewed on Room Scheduler calendar located on the DET's Intranet Site <http://netsimplicity.net/SFDPH/SocialView/TimeLine.aspx>
- g. Individual requesters may reserve rooms by submitting request online: <http://www.netsimplicity.net/sfdph/meetingrequest.aspx?username=joe&password=joe>
- h. Room requests are not confirmed until a confirmation is received.
- i. If the individual requester schedules a re-occurring meeting and does not use the room as indicated, DET will cancel the remaining meetings from the series.
- j. If a reservation must be cancelled, it is individual requester's responsibility to advise the Administrative Support person as soon as possible so that the room can be made available to others. A 24 hour notice is preferable. If an individual requester cancels a reservation more than two (2) times in a six (6) month period without notifying Administrative Support person, the individual requester may lose the privilege to reserve a DET managed room.
- k. If the individual requester is reserving the Solarium or Computer Training Room in Building 40, the room key must be checked-in/out with the Administrative Support

person. If the individual requester or designee is not able to pick up the key or use the assigned room within one (1) hour after the start of the reserved time, the room reservation will be cancelled. If this happens more than three (3) times in a six (6) month period without notifying the Administrative Support, the individual requester may lose the privilege to reserve a DET managed room.

- I. The assigned room can only be used during the approved reserved time as other use may be scheduled before or after a reservation. DET has the right to end a session that has gone over the allotted time in order to release the room to the individual requester or designee with a reservation.

7. Room Set-up

- a. DET will coordinate with the individual requester to set-up the room. The individual requester must specify the desired room arranged at the time of the reservation confirmation. The room layout may be modified by the individual requester up to 48 hours prior to the scheduled event. Changes on the day of the event are not guaranteed.

8. Care of the Room

- a. The room must be left in clean, orderly condition.
- b. The individual requester is responsible for cleanup.
- c. Special arrangements must be made by the individual requester to dispose of garbage generated by the event that does not fit in the provided garbage cans.
- d. Nothing may be fastened or affixed to the walls of the meeting room. Do not use tape, labels, thumbtacks, or adhesives for signage on any of the walls.
- e. Decorations, if any, must be approved by DET.

9. Food and Beverage

- a. The individual requester must specify the provision of food or beverages at the time of the reservation confirmation. Food and beverages are only allowed in the rooms with prior approval.
- b. Food and beverages are not allowed around equipment (e.g. laptops, AV, etc.). A designated area in the meeting room for food and beverages is preferred.
- c. DET provides hot and cold drinking water for all meeting room users. The water cooler is located in the reception area. Disposable cups are not always guaranteed. Participants are encouraged to bring reusable cups. Meeting room users are not allowed to use the water cooler in the staff break room.
- d. DET staff is not responsible for coordinating any food or beverage service unless the training is DET sponsored.
- e. The individual requester must advise the Administrative Support person if food or beverage delivery is expected so the caterer can be directed to the appropriate room.
- f. Caterers may set-up food before/during/after the training/meeting.
- g. At the end of the event, the individual requester must remove/dispose of/arrange for pick up by the caterer all food, service dishes, containers, etc.
- h. All trash is to be placed in the appropriate trash cans.

- i. The staff break room is not adequate for food preparation. Supplies and other articles in the cabinets and refrigerator are not for public use.
- j. For meetings in 3208, all food must be set up inside the conference room.

10. Equipment

- a. DET has meeting room equipment available upon request at no charge. The IS Administrator has a list of available equipment.
- b. DET does not provide expendable supplies such as paper, pens, pencils, markers, chalk, tape, scissors, stapler, etc.
- c. Staff Break room and supplies/equipment (e.g. coffee maker, water cooler, refrigerator, microwave, etc.) may not be used by meeting room users. Meeting facilitators and trainers are allowed access to the staff break room for use of the microwave and refrigerator.
- d. Meeting room users are not allowed to use DET copier, fax machine and/or printer.
- e. A phone is available in the reception area for personal calls.
- f. Equipment requested (e.g. AV carts, laptops) for the Solarium or Computer Training Room must be checked-in/out with the IS Administrator or Administrative Assistant.
- g. Requested use of laptops must be pre-approved by the IS Administrator. Use of laptops is limited to the Learning Center rooms unless prior arrangements have been made.
- h. Classes using laptops are responsible for set-up and storage of laptops. Laptops must be checked out with DET staff. **Meeting room users must arrive at least 30 minutes prior to class to ensure set-up is complete.**

11. Hours

- a. Unless prior arrangements have been made, the meeting rooms are available only during DET's business hours (8:00AM – 4:30PM). Events/trainings must end by 4:45PM, Monday through Friday.