

# Oklahoma State University Policy and Procedures

## USE OF SPACE FOR ACADEMIC ACTIVITIES OTHER THAN REGULARLY SCHEDULED CLASSES

2-0205  
ACADEMIC  
AFFAIRS  
OCTOBER 1, 1973

### POLICY

1.01 As part of the overall policy of the University to make maximum use of available space, requests for space for academic activities will be channeled through the Office of the Registrar. This will mean that the Registrar will continue to schedule classes during the regular class hours and will also schedule space for other departmental academic activities. Conflicts in the use of available space will be prevented if departments and/or colleges will reserve space through the Registrar for the academic co-curricular activities which they plan. This policy does not apply to departmental conference rooms or laboratories that are not available for use on a university-wide basis.

### PROCEDURE

2.01 The occupants of each academic building will make maximum use of the facilities normally assigned to them when scheduling space for any academic purpose. If the facilities of that building are inadequate to care for the needs of the departments or colleges having offices in the building, an attempt will be made to schedule such activities in the Classroom Building. In case the facilities of the Classroom Building are inadequate, facilities in other special-purpose buildings on the campus may be assigned by the Registrar's Office.

2.02 Authorized individuals and groups who wish to schedule activities in classrooms during or outside the regular class hours will make reservations for such space with the Registrar. The faculty or staff member of the University who sponsors the activity will be responsible for the security of the room during the period for which it is scheduled. The sponsor will be expected to advise persons who will be using the space as to regulations on smoking, refreshments, and other matters which may create janitorial problems. It is expected that the use of refreshments and smoking will be prohibited in classrooms, and personnel should be advised of areas where such activities are permitted. Furniture in buildings other than the Student Union may not be moved from one room to another.

2.03 All student activities held in the Student Union will be scheduled through the Union Director's Office. All student activities held in academic buildings will be scheduled by the Registrar. Students are encouraged to use the Student Union or residence halls for their academic activities. Only when such space is not available will the Registrar approve the request of a student for space in an academic building. The group sponsoring the activity is responsible for the conduct of all those in attendance. Student activities, excluding regular business and/or committee meetings, are placed on a master calendar in the Office of the Director of Student Activities.

2.04 All educational conference activities held in the Student Union will continue to be scheduled with the University Coordinator of Conferences. He will provide to the editor of the Faculty News a weekly schedule of space assigned in the Student Union. Keys for conference rooms will be available and may be checked out at the Student Union Information Desk.

2.05 The use of the Concert Hall and Theater in the Seretean Center for the Performing Arts is scheduled through the manager of the building except for the assignment of semester classes to the Concert Hall.

2.06 During the time when class schedules are being composed, the Concert Hall will be available to the Registrar for scheduling anytime from 7:30 a.m. to 3:30 p.m. five days a week. Scheduling of multiple section examinations at a common meeting hour in the Concert Hall must be cleared with the Registrar's Office and with the Building Manager's Office. These examination hours must be included in the official class schedule booklet. After the scheduling of classes is complete, further assignment of the use of the Concert Hall will be made by the Building Manager.

2.07 Charges for use of the facilities of the Seretean Center for the Performing Arts are in accordance with the policy of charges for the use of space in the Student Union. The basic charges are determined by the Operating Committee and enforced by the Manager.

2.08 For additional information regarding the use of space in classroom buildings, contact the Assistant to the Registrar in charge of classroom scheduling.

References: Memorandum from Chairman of the Space Committee, December 31, 1968

Report of the committee on the Operation of the Seretean Center for the Performing Arts, April 6, 1972

Vice President for Academic Affairs, January 7, 1970.

Revised October 1, 1973

