

## **UIS Facilities Scheduling Space Usage Guidelines**

Procedures for Faculty and Staff

Email Classroom scheduling with the following information

- Event Name
- University Department/Person in charge
- Date(s) and time of event
- Number attending
- Any special room requests or equipment needs

The following rules apply to general classroom usage:

- No food or drink permitted in any academic classroom space
- Classrooms are taken as is – NO setups
- No tables can be set up in the hallways
- Furniture must remain within the room and ADA-accessible seating remain in the locations where it has been placed.
- Leave the room in the same setup and general condition in which it was found.
- Contact Classroom Scheduling immediately to cancel the reservation
- Groups sponsoring events accept full responsibility for both their members and their guests.
- For technology questions, problems and issues contact ITS Support