

Guidelines for Classroom Use for Classes and Events

The following guidelines apply to any “User” (instructor, department, group, or individual) requesting the use of a Rice University classroom under the scheduling authority of the Office of the Registrar (“OTR”)¹:

1. **OTR has sole authority for approving use of the classroom at the time assigned.**
 - A. No other entity may approve use for the days/times of requested use.
 - B. User may not re-assign classroom use permission to another individual or group.

2. **Use is restricted to the stated class/event, in the assigned classroom, on the confirmed days, between the confirmed start and end times.**
 - A. Use on additional days and/or at additional times requires additional OTR approval.
 - B. Use of additional classrooms requires additional OTR approval.
 - C. OTR does not schedule or grant approval for use of foyers, hallways, etc. In order to use such spaces, user must obtain permission from the office of the dean of the building’s resident department.

3. **User is strongly discouraged from allowing food or drink to be consumed in the classroom.**
 - A. Keeping food out of the classroom provides the following benefits:
 - aids in maintaining the quality of the classroom
 - prevents damage to computers and other equipment
 - deters the proliferation of ants, roaches, rats, and other pests
 - enables others to use classrooms without the inconvenience of lingering food odors
 - B. User is responsible to assure that proper cleanup is performed prior to vacating the classroom, in order to leave the room in a condition at least as good as the one in which it was found. This is not the responsibility of the building custodians.

4. **User should use the classroom, including its audio/visual equipment and other contents, in a responsible manner.**
 - A. User should not remove chairs from any classroom.
 - B. User may rearrange chairs, desks, and tables within a classroom, and should return them to their original positions at the end of use. User should not alter the classroom in any other way.
 - C. User should not employ fastening of any type, including tape, screws, and nails, on any surface, and User should not permit the defacing or marring of any surface.
 - D. User should notify FE&P of messes requiring the custodians’ attention.
 - E. User should notify IT of issues with the audio/visual equipment.
 - F. User should notify OTR of broken chairs or any other condition which could affect use of the room.

5. **User should vacate the classroom in a timely fashion in order to enable a subsequent event to begin on time. (See Guideline #2 concerning use of the classroom between the confirmed start and end times.)**

¹ For a list of classrooms and hours of OTR responsibility, click the “Buildings and Classrooms” link at http://registrar.rice.edu/Faculty_Staff/Classrooms/Buildings_and_Classrooms.aspx.