

# Room Reservation Guidelines

## Health Sciences Learning Center & Clinical Science Center

The Health Sciences Learning Center (HSLC) and the Clinical Science Center (CSC) are the site of classroom instruction and clinical skills training for the University of Wisconsin School of Medicine and Public Health (SMPH) and other Health Sciences programs.

SMPH and other Health Sciences courses (Occupational Therapy, Physical Therapy, Global Health, Population Health) are given first priority status in scheduling HSLC and CSC space.

Rooms available for reservations are scheduled by the Room Reservations group using the following guidelines:

### I. HSLC Reservable Space

1. Classroom and conference space can be reserved online. The user or group is responsible for obtaining a room reservation for the time they need. The reservation should reflect the time that the group will be using the space. If the reserved space will not be used for all or part of the reserved time the user is responsible for canceling or editing their reservation to reflect only the time that they will be using the space.
2. Space can be reserved by SMPH and other Health Sciences departments and UW Health (UWH).

### II. Priority Order for Room Assignments

1. Timetable courses for SMPH Academic Affairs and SMPH Basic Sciences. Other Health Sciences timetable courses.
2. SMPH Departmental Education, Grand Rounds and SMPH Dean's Office sponsored events.
3. SMPH and UWH recurring weekly, bi-weekly and monthly meetings.
4. Health Sciences student sponsored events.
5. UW Health events.
6. All other events and meetings.

#### II. A. Room Priority

1. The UW SMPH Medical Education Office receives priority for several first floor and second floor classrooms and lecture halls. The Medical Education Office will also be responsible for scheduling room reservations for the different first, second, and third floor rooms that they manage through the software's administrative role.
  - a. The exact list of rooms is subject to change as the curriculum evolves, construction and renovations take place, and the needs of the department change.
2. The UW SMPH Physician Assistant Program receives priority in 1203, 1309 and 1345.

3. The Clinical Assessment Center administrative group is responsible for scheduling the Assessment Center Exam and conference rooms.
4. The Distance Education rooms (1225, 1229, 1244, 1248) are scheduled with priority for events requiring video, web, or audio conferencing capabilities in the priority order listed above in II.a; 1-6.
5. The Ebling Library training events and SMPH Courses will have priority in Conference Room 3330.

## **II. B. Additional Priority Parameters**

1. If an unavoidable conflict occurs, SMPH has bumping rights over all other events as long as there is adequate space to accommodate any adjustments.
  - a. Requests to move another group must be provided at least 10 business days in advance, and changes are not guaranteed.
2. All courses (timetable and non-timetable) will be scheduled by a designated representative from each health sciences school. Departments are responsible for designating a representative and communicating that information to Room Reservations staff to arrange necessary access.
3. Each semester's calendar will open to those priority groups identified above (II 1-3), months in advance of general access in order to allow for additional priority that these events get scheduled first.
4. It is the user's responsibility to communicate with CAVS regarding any special support requirements.

## **III. Exceptions to the Priority Order exists for HSLC Rooms:**

1. Room users not affiliated with the SMPH wishing to use the Health Sciences Learning Center space are required to have a health sciences department sponsor and the event must be consistent with the mission of the university.
2. CAVS will do their best to accommodate any Emergency Operations Committee related displacement of the SON from Cooper Hall.
3. Room assignments are subject to change by Room Reservations staff and Classroom and AV Services to accommodate priority order conflicts.

## **IV. Reservation Criteria**

1. Reservations are made on a first-come, first-served basis with influence from the prioritization listed above.
2. Room reservation system users are responsible for canceling or editing any reservations they have submitted that need altering in order to maintain an accurate schedule.
  - a. Cancel all reservations if no longer intending to occupy the reserved space.
  - b. Edit existing reservations to reflect accurate times of occupancy, number of attendees, intended usage/event type, etc.
3. Users are expected to clean up after their event and return the room to its proper state. CAVS reserves the right to charge users for not complying to guidelines.

4. Space is released for reservations according to the below schedule. Exact dates subject to change per CAVS schedule. The most up to date schedule will be displayed within the user's online reservation account.

<b>Semester</b>	<b><u>Access Timetable Coordinators</u></b>	<b><u>Access Grand Rounds &amp; Recurring Meetings</u></b>
Sept 1 - Dec 31	January	February
Jan 1 - May 31	May	June
June 1 - Aug 31	October	November

## **V. Room Reservations and Classroom & AV Services**

1. CAVS is responsible for utilization of shared classroom and conference room space including technology. Staff are available for assistance and training by contacting the CAVS Support Desk in 1240 HSLC, 261-1934 or [classroom@hslc.wisc.edu](mailto:classroom@hslc.wisc.edu).
  - a. CAVS is open with staff available for assistance Monday-Friday, 7am-5pm.
  - b. If utilizing a space with unfamiliar technology outside of staffed hours training is recommended. Please contact the CAVS group regarding training.
2. The Room Reservations group is responsible for managing the enterprise management system (EMS) utilized for general SMPH space management. Please visit the [Room Reservations website](#) for additional information or contact them at [reservations@hslc.wisc.edu](mailto:reservations@hslc.wisc.edu).

## **VI. Space Utilization & Management**

1. It is the responsibility of the user or group hosting to move furniture and set-up their own events. Users may not drag the tables, chairs, or other furniture across the floor. There are chair and table dollies available for moving furniture that can be requested from CAVS, or the SMPH Facilities Group. Neither CAVS nor the Facilities Group have staff available to assist with the set-up or tear-down of events.
2. Signage for events may be displayed using announcement signs and easels. Taping or adhering items to doors or walls is prohibited. Balloons are not allowed in the HSLC for any type of events.
3. All groups and events are expected to review and follow the [HSLC Vendor Policy](#).

## **VII. Permits for Food and Alcohol**

1. A permit is required for the sale of food for fundraisers and other events in the HSLC. Information detailing requirements for the sale of food and beverages is available through the [University Health Services website](#). Registered Student Organization Resources & Policy Guide regarding [Food Policies](#).
  - a. Homemade food, such as bake sales, is not permitted. Please visit the [Room Reservation Website](#) for additional food and catering information.
2. A permit is required for events held in the Health Sciences Learning Center where alcohol is served. University guidelines regarding the service and sale of alcohol can be found on the <http://alcoholpermit.wisc.edu/>. University/UW Housing catering that includes a licensed bartender would not need this additional permit.