

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 9	Facilities	Effective:	June 2000
Section 9.1	University Facilities	Revised:	May 2005
<b>Policy 9.1.5</b>	<b>Use of Classroom</b>	Responsibility:	Vice President for Academic Administration

## **USE OF CLASSROOM**

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### **Policy**

The room configuration may be modified for a specific temporary need. However, the user must restore the room to the original configuration as shown on the posted seating charts prior to the conclusion of the scheduled event. The user's department will be billed for any Housekeeping charges resulting from housekeeping services needed to restore the configuration.

Permission to provide food in selected classrooms may be obtained from Facilities Scheduling; however, the responsible person(s) must ensure that the classroom is properly cleaned and restored to its original condition. Any housekeeping charges incurred as a result of untidy room conditions will be billed to the user.

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