

COLLEGE OF PUBLIC HEALTH & HEALTH PROFESSIONS, NURSING, AND PHARMACY POLICY

POLICY NAME: Scheduling and Using Common HPNP Building Space

PURPOSE: To establish a consistent procedure for requesting and receiving notification of assigned classroom or other requested space and to establish rules for use of space in the HPNP building. For the purposes of this policy, potential space to be assigned includes all ground floor classrooms, classrooms 1101 and 1102, the distance learning classroom (G114), the auditorium (rm 1404), the reception hall (rm G404), and the courtyard.

DATE: 2/27/02

EFFECTIVE DATE: 8/01/02

REVISED DATE: 9/10/03; 4/15/04; 8/18/04; 12/14/04; 06/10/05; 9/17/08; 01/20/09

ELIGIBILITY FOR HPNP SPACE USE: UF faculty members, staff members, and students are eligible to request space based on the eligibility criteria specified below. Space may be requested only for UF activities and UF sponsored events.

Consumer Eligibility for Space Use in Order of Priority:

- HPNP faculty members and staff members for college activities, and HPNP students for activities associated with their academic programs.
- HSC faculty members, staff members, and students for teaching associated with a recognized University course (i.e. an existing course with course number), student orientation, exams associated with a university course or professional training, and graduation.
- UF faculty members and students for teaching directly associated with a recognized University course (i.e. an existing course with course number). This request will typically come from the Registrar's office but also will be accepted from an individual faculty member or College entity.

SCHEDULING AND ASSIGNMENT PROCEDURE:

1. **Requesting Space:** Individuals who want to schedule a course or event in HPNP common space must complete and submit the appropriate form on line. Individuals who want to schedule a course (for undergraduate, graduate, and professional programs) complete and submit a **Semester Room Request Form**. Individuals who do not need space for an entire semester but rather need space for a limited amount of time (e.g. one time or a few days) will complete a **One-time Room Request Form**. Faculty members

teaching modular courses (e.g. 8 weeks) complete the **Semester Room Request Form**.

Room request forms are located at www.php.ufl.edu under HPNP. They are completed and submitted electronically. Room requests will **not** be accepted over the phone. On the form, students requesting space for sanctioned college activities must provide the name and contact information (phone and e-mail) of the faculty supervisor who approved the student event.

If changes need to be made to an original space request, a revision must be submitted following the same procedure above and indicating “yes” to the first question (i.e. submission as a revision). Please contact HPNP Student Services (273-6400) if assistance with the scheduling procedure is needed.

When requesting a room for a class or event that begins at or after 5:00 p.m., please be aware that your request must be received at least 48 hours prior to the event. This time will allow the HPNP room scheduler to contact the Health Science Center University Police Department (Christina Torres, chtorres@vpha.health.ufl.edu or 846-2223) to request that the closest exterior door to the event be unlocked at the appropriate time. The individual requesting the space is responsible for contacting UPD to gain access to the building, this should be done just prior to the event. No on-site support is provided after hours.

2. **Deadlines and Prioritization for Space Assignment:**

a. Deadlines for room requests for courses being taught in a particular semester are noted below. Scheduling for a particular semester will begin approximately 2-3 weeks after the room request deadline noted below. If a deadline falls on a weekend, requests are due by Monday after the deadline. Room assignments will not be made before the deadline for each semester, regardless of request submission date or type of activity for which the space is requested.

Semester Need Classroom	Space Request Deadline	Notification of Space Assignment
Fall	March 1	April 1
Spring	June 15	August 1
Summer	October 15	December 1

b. Although the deadlines noted apply to everyone, scheduling is based on the following prioritization:

- First Priority - HPNP faculty, staff, and students
- Second Priority - HSC faculty, staff, and students
- Third Priority - Other UF employees

The following guidelines apply to space requests made prior to the deadline.

1. There are no first-come first-serve assignments for individuals from the Colleges of Nursing, Pharmacy, and Public Health and Health Professions submitting room request forms prior to the deadline indicated. All requests by HPNP faculty and staff on behalf of faculty submitted electronically by the deadline are given first and equal consideration for scheduling, regardless of the actual date submitted. Specific room assignments are made based on consideration of all requests needing similar space. HPNP students are given second priority.
2. First priority in space assignment for the Colleges of HPNP is given to semester long or modular courses offered for academic credit. Courses for academic credit following the University course schedule are assigned first. All other requests made by HPNP faculty and staff are given equal consideration after all courses for academic credit have been scheduled. Student requests for space are considered after faculty and staff requests have been addressed.
3. One time room requests by HPNP faculty will not be addressed until after all room requests submitted by the deadline and conflicts for rooms for semester-long courses have been resolved.
4. Assignment for use of the distance learning classroom is based on the following:
 - i. First priority - HPNP personnel conducting semester-long, synchronous credit-bearing courses
 - ii. Second priority – HPNP personnel conducting semester-long, asynchronous classes (e.g. when taping a course for distance education use)
 - iii. Third priority - HPNP personnel needing a regular classroom the size of the distance learning lab for a semester long course
 - iv. Fourth priority – HPNP personnel making one-time room requests that can not be accommodated elsewhere
 - v. Fifth priority – HSC personnel conducting semester-long, synchronous classes.
 - vi. Six priority – HSC personnel conducting semester-long, asynchronous classes (e.g. when taping a course for distance education use)
 - vii. Seventh priority –HSC personnel making one-time room requests
 - viii. Eighth priority - UF faculty (or staff on behalf of faculty) requiring distance learning technology for semester-long classes.
 - ix. Ninth priority – UF faculty (or staff on behalf of faculty) requiring a room the size of the distance learning lab for semester-long classes
 - x. Tenth priority – UF faculty (or staff on behalf of faculty) making one-time room requests for academic related activities
5. Once HPNP needs have been addressed, the remaining requests for space are filled based on the priorities and guidelines noted above. For example, HSC employees requesting a classroom for a semester-long course for academic credit

receive highest priority after all HPNP personnel requests have been addressed.

The following guidelines apply to space requests after each semester's deadline. The electronic submissions process remains the same:

1. HPNP employees and students scheduling courses for academic credit are given priority.
 2. All other HPNP space requests are handled on a first-come, first-serve basis. One-time events may be moved to other space, even after confirmation, to accommodate semester-long courses as long as other space can be located for the event in HPNP or the Communicore.
 3. HSC and other UF faculty and staff are handled on a first-come first-serve basis, regardless of type of request.
3. **Resolving Space Request Conflicts:** The central HPNP room scheduler or her back up approves space requests. The HPNP associate deans for academic/student affairs assist with conflict resolution. HPNP Colleges requesting the same space before the deadline rotate priority by semester.

Each semester, the HPNP room scheduler creates a shared room request grid across all colleges to identify supply and demand of available rooms by size. Only spaces not in conflict are placed on the room assignment template. After the room scheduler has developed the room assignment template, the appropriate associate deans and the room scheduler meet (e.g. approximately two weeks after the deadline) to identify unmet needs and conflicts for similar space. When a space request made by an HPNP employee or student cannot be accommodated in the HPNP Complex, the HPNP central room scheduler subsequently sends a request for additional space needed to the Teaching Lab in the Communicore for room assignment in the HSC. Only requests made by HPNP personnel/students will be referred to the Teaching Lab if unfilled in the HPNP building. All other consumers are responsible for making their own alternative arrangements.

4. **Notification of Space Request Decisions:** Once all assignments in the HPNP building have been made each semester, the HPNP room scheduler e-mails confirmation of room assignment or lack of assignment to the requesting party. In addition, HPNP room scheduler posts the semester room assignments for each classroom beside its door.
5. **Changes to Space Requests after Assignment:** It is the responsibility of the individual to which space has been assigned to notify the HPNP room scheduler of any change to the original assignments. Otherwise, she will operate based on the original room assignments. Individuals who are not going to use a classroom on a particular day are expected to notify the HPNP room scheduler so that the scheduler can assign one-time only requests to that space.
6. College conference rooms remain under the control of each college.

ACCESSING HPNP SPACE ASSIGNED

1. The front entrance (south side of building, center door) to the HPNP Complex is open Monday-Friday 7:00 a.m. to 6:30 p.m. All building exterior doors are locked at all other times.
2. HPNP classrooms are unlocked between 8:00 a.m. and 5:00 p.m. and, therefore, do not require a key for entry during that time.
3. Individuals authorized to use internal building space for an event that either begins or ends after 5:00 p.m. are responsible for locking the room. Therefore, all individuals using space after 5:00 p.m. must check out appropriate keys, regardless of what time the class/event started. The keys allow access to the assigned classroom and podium within the classroom or other reserved space, as appropriate. (Please note: These keys do not provide exterior door access. See # 4d below if entering the building after 6:30 p.m. or on weekends.)
4. The Student Services Area Program Assistant and room scheduler (or her back up), is authorized to check out classroom keys to individuals requiring their use inside the HPNP complex after normal business hours. She is located in G205 of the HPNP complex. Only consumers who have already received a space confirmation can check out keys. If a space has not yet been reserved, the individual should submit a room request form. The procedure for key check out is described below.
 - a. Keys may be signed out between 8:00 a.m. and 5 p.m. Monday through Friday.
 - b. In order to receive keys, the individual must present a current GATOR ONE ID CARD as well as a copy of the card. The copy is kept until the keys are returned after the event. In addition, the individual must sign for the keys on a check out log maintained by the HPNP room scheduler.
 - c. If alcoholic beverages will be served at the event for which building access is requested, the individual must provide HPNP room scheduler with a copy of the letter authorizing permission of alcoholic beverages from the University, consistent with UF rule 6C1-2.019; Alcoholic Beverages. This form must be turned in before keys will be released.
 - d. Once a GATOR ONE ID CARD has been shown and a copy of the card provided (and alcohol beverage permission if relevant), the HPNP room scheduler contacts the Health Science Center University Police Department (Christina Torres, chtorres@vpha.health.ufl.edu or 846-2223) to request that the closest exterior door to the event be

unlocked at the appropriate time. If the exterior door is locked at the time it should have been opened, the individual consumer requesting the space is responsible for contacting UPD to gain access to the building. No on-site support is provided after hours.

- e. The police department is responsible for locking the door at the conclusion of the event.

RESPONSIBILITIES PRIOR TO, DURING, AND AFTER SPACE USE:

1. Please make sure you notify the room scheduler if you need to cancel your room request. This notification should be sent electronically using the same Web site you used to schedule the room.
2. Temporary signs/notices are to be posted on easels. No signs are to be affixed to walls, doors, glass, etc. Easels are available for checkout from the room scheduler. Repeat offenders posting inappropriately will lose their priority for scheduling.
3. If the classroom computer is needed and the podium is locked or computer malfunctions during normal business hours, the individual can inform room scheduler. **Please note that there is no on-site computer support after hours.** If a class or event requires use of a computer, individuals using the space may want to bring their own computer back up or be prepared to present in an alternate manner in case of computer malfunction.
4. The individual reserving HPNP space is responsible for leaving that space in good condition. After use, the space must be clean and secure. (Accessing housekeeping services is described under #4 below.) Individual users leaving space in unacceptable condition are given lowest priority for their next room scheduling even if room requests are submitted prior to the scheduling deadline. Repeat offenders will not be eligible to reserve HPNP space in the future. If finding requested space in an unkempt manner, please notify the HPNP room scheduler before using the space.
 - a. Remove temporary signage and return easels to the room scheduler.
 - b. All trash on the floor must be removed and spills cleaned.
 - c. Individuals using computer equipment should log off but leave the computer on and podium open unless in the classroom after 5 p.m. After 5 p.m. the computer should be turned off, the podium locked, classroom lights turned off, and classroom door locked.
 - d. Furniture reconfigured in any classroom seating greater than 20 students or in the reception hall must be returned to its original configuration.
 - e. Furniture should not be moved from one classroom to another. If additional chairs are needed, individuals should request these as part of the room request process. The HPNP room scheduler will arrange

to have these available at the beginning of the event/class. If for any reason the consumer borrows furniture from another room, it must be returned for the next user.

- f. There is a no food or drink policy in the classrooms. Employees coordinating courses or events are strongly encouraged to inform students and other attendees of this policy so that the HPNP building is maintained in good condition.
5. The only exception to the no food or drink policy is special event scheduling in which meals/snacks are served. In this case, it is especially important that the space be cleaned and left in good condition. It is the responsibility of the room user to arrange appropriate cleaning services **immediately following the event on the same day** because rooms are usually used the next morning. Please schedule enough time for the event to include appropriate clean up. Individuals requesting UF Housekeeping services should contact Housekeeping a minimum of three days in advance of the event. UF personnel may contact Housekeeping at 392-4415 to arrange cleaning services. Individuals who do not currently have an account with Housekeeping should contact 392-1121 to establish an account that will permit Housekeeping to provide and charge for cleaning services. Routine cleaning services include trash removal, vacuuming, and cleaning restrooms. Please inform housekeeping if you need other services. Please also make sure that you request extra trash cans if serving food. You will be billed for any additional housekeeping services we deem necessary as a result of inadequate cleaning after your event has ended.
6. Individuals who checked out room keys from the HPNP room scheduler must return the keys to that individual the next business day after the scheduled event unless other arrangements have been made. The individual turning in the keys will be asked to sign the key check in log. If the keys are not returned by the end of the next business day (or another specific time arranged with the room scheduler), the individual representing that college/center having requested the space will no longer be eligible to schedule an event at the HPNP building after hours.