



## **EARTH & SPACE SCIENCES**

UNIVERSITY of WASHINGTON

College of the Environment

### **Outside Use of Classrooms Policy**

ESS classrooms are not generally available for use by non-ESS affiliated groups or courses without a sponsor or prior Chair approval. Please note this does not apply to CSS classrooms (JHN 022, 026, 102, 111, 175) or ESS controlled spaces that aren't classrooms (JHN 100J/Foyer and JHN 102 Courtyard). Signups for CSS classrooms are handled by CSS using their website. Signups for the Foyer & Courtyard are managed by the main department office. It also does not apply to joint-listed courses with ESS; these are considered ESS-affiliated.

### **Single Day Events**

Single day events require either an ESS sponsor or prior Chair approval. The ESS sponsor is responsible for scheduling the room reservation, facilitating access if the event is after hours, and ensuring the room is put back together and secured after the event is over. Some past examples of these kind of events include STEM workshops, FYP registration labs, and Undergraduate Research Symposium presentations.

### **Multiple Day Events or Recurring Events**

Events spanning multiple days or that are recurring require prior Chair approval. If no ESS sponsor is identified then staff will assist with scheduling the room reservations and facilitating access; otherwise it is expected that the ESS sponsor will take on these duties. Some past examples of these kind of events include week long research workshops and an external geology group's conference using our labs for research presentations.

### **Notes Regarding Computer Labs**

ESS CompHelp (comphelp@ess.washington.edu) should be made aware of any outside use of the computer labs. This is to assist with access, ensure the computer lab use is appropriate (some software is limited to course usage only, our labs are exclusively Windows machines, etc), and let outside groups know if certain programs or capabilities are available. Please note that we do not typically install software for outside groups and they will not be permitted to do so themselves as our computers use a standard classroom image. Additionally we do not allow food or uncovered beverages in our computer labs.

### **FAQs**

- What if someone wants to schedule two separate single day events? Use your best judgment but if there are any questions feel free to refer them to the Chair. Five single day events in a week is clearly a multiple day event, but two over a quarter wouldn't necessarily be.
- What if someone wants to schedule multiple rooms for a single day event? One or two rooms don't need Chair approval, but more than two rooms would.

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- An outside group scheduled a room but now we need the room for a course. What should I do? It should be made clear when scheduling the room that courses always have first priority on a room. If possible they should be rescheduled to a similar room. Either way they should be alerted as soon as possible to give them the most time to make alternative arrangements.

[Updated 2/10/2024]