

HEALTH SCIENCES ACADEMIC SERVICES & FACILITIES

UNIVERSITY *of* WASHINGTON

2019-20 Classroom Services Policy and Rate Implementation Update

To better prepare our community for the rate and policy transitions that have gone into effect for Autumn quarter scheduling and beyond, Classroom Services has highlighted a variety of changes below that we believe to be most impactful to Health Sciences customers. These represent a small selection of our policy changes, so ***please be sure to review all of our policy and rate information carefully before making your reservation:***

- [HSAS&F Classroom Services Policies](#)
- [HSAS&F Classroom Services Rate Categories](#)

Installed AV Included in Room Reservations

Instructional Support will no longer determine the applicability of room fees by the usage of installed AV equipment. In alignment with upper campus, the use of AV equipment will be inherent to each room reservation and a fee will be assessed in accordance with Instructional Support policy. It is important to reflect on the environment from which the AV distinction initially came to be over a decade ago. At that time, only two classrooms had installed AV equipment; making the use of AV equipment a pertinent distinction when assessing the level of room usage and required support. In an effort to better support the maintenance and replacement schedules for in-room equipment, it has been determined that AV usage will be inherent to room reservations to both ease shared customer confusion and bolster classroom support.

New Rate Categories

To come into alignment with upper campus, Instructional Support has adopted the same rate categories distinguished by [UW Academic Technologies](#) and the UW Registrar's Office. The rate categories work to distinguish the varying levels of learning-related activity that take place on campus, prioritizing curriculum and instruction, in addition to event instances that directly engage internal stakeholders.

Updates to Existing Cancellation Policies

Due to a growing lack of space availability, room reservation processes require more efficient and stringent cancellation policies. These updated policies work to discourage the practice of holding rooms and the prevalence of last-minute cancellations. Moreover, the policies aim to encourage more precise and reliable event scheduling on behalf of our users, which maximizes availability and usage for the greater community.

Improved RSO Room Usage Policy

In alignment with upper campus, Registered Student Organizations (RSOs) will receive up to 2 hours free in general assignment classrooms (per event). RSOs must provide the name and email address of their advisor when making reservations. The advisor and/or the relevant department will be held accountable for any delinquent payments related to RSO activities.

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Increased Labor Fees

The hourly cost of labor has risen steadily across the University over the past few years. The increase in Instructional Support labor fees accounts for these rising costs while simultaneously bringing our office into alignment with upper campus. The combination of aging technology and the need to install more complex equipment in classrooms and lecture halls requires the need for more knowledgeable staff. This growth of technology in our spaces, all of which vary in age, also require a higher-level of maintenance and support from staff to ensure that equipment is functioning for all courses. Additionally, courses are steadily requesting to do more complex teaching with the installed technology and are bringing in a range of devices that require additional support to ensure compatibility.

Alcoholic Beverage Waste Disposal Policy

Instructional Support does not have the infrastructure to support the proper disposal of alcohol bottles. This is due the volume of bottle waste typically created after events and the large amounts of liquid that is released into our disposal bags. More often than not, the disposal of alcohol waste results in broken bags, shattered glass and liquid spillage. Moreover, the weight and material of disposal has become a safety hazard to Instructional Support staff. If an event wants to utilize the available waste receptacles, Instructional Support recommends serving alcohol of the canned and boxed varieties. ***If glass bottles are utilized during an event, customers are responsible for the disposal of all glass containers, boxes and excess trash.*** Bottles and boxes must be transported off site OR taken to building loading dock bins by the customer/caterer/bartender. Additional disposal fees will be assessed if waste from alcohol service in bottles is left behind.

Designated Area for Exercise Events

South Campus Center and the Health Sciences Building were not designed for events with a physical activity component. Very few spaces are both large enough for physical activity and free of carpet. Moreover, the Health Sciences Building has ongoing issues related to ventilation and temperature control, rendering it not ideal for events with prolonged physical movement. For these reasons, it has been determined that SCC 316 is the only adequate room for events with a physical component.

Hourly Room Rates

In an effort to maximize the availability of space to all users within Health Sciences, Instructional Support will be discontinuing the daily rate option in our teaching spaces and will transition to an hourly rate system.

Room Configurations

Instructional Support will soon be transitioning to a flexible configuration model in our classrooms that have flexible furniture. This will mean that many of our rooms will no longer have a default configuration that will require a reset at the end of each course or event. This change works to support the demand for spaces that can be set-up in non-standard ways and will remove the need for Instructional Support staff to continuously reset spaces and apply reset charges to courses and events. We plan to pilot this new approach in the coming months and will remain open to feedback as we explore the outcomes of this potential, permanent change.

Please contact Classroom Services at crshelp@uw.edu if you have any questions.