

Office of the Registrar
Course and Classroom Scheduling Services

**General Purpose Classroom
Event Reservation Guidelines**

Who oversees the scheduling of events in classrooms?

Course and Classroom Scheduling Services (CCSS) coordinates the event scheduling functions for general purpose classrooms (GPCs).

Who can request a classroom reservation?

Any group that is part of a University department or a registered student organization may reserve classrooms for event use.

Is there a cost associated with the use of a classroom for events?

Users with an affiliation to the University (any group that is part of a University department or a registered student organization) may request a classroom reservation **at no charge** for events directly tied to their department or student organization activities. This would apply when the requested event is related to the host's primary academic role (*e.g. tutoring sessions, symposiums, guest lectures, etc.*).

See Page 5 for more information related to all other uses and associated fees.

Events that can and cannot be scheduled in general purpose classrooms

- ✓ Events in GPCs must be compatible with the academic nature of classrooms and academic buildings. Scheduled events must not adversely impact the classroom, its contents, or the surrounding areas.

- ✗ Non-compatible events are activities that adversely impact the classroom directly, or pose disturbance to classes, research, study, or other academic pursuits in adjacent areas to classrooms in use. These may include amplified music, dances, dinners, parties, theater, stage events, events that require re-furnishing of rooms, or removal of equipment. The campus has alternative venues, such as the [Clarice Performing Arts Center](#), the [Riggs Alumni Center](#) and the [Stamp Student Union](#), that can support events that are not well suited to general purpose classrooms.

How and when to submit GPC reservation request(s)

Requests for GPCs must be submitted through [25Live](#) by designated [department academic schedulers](#). GPC reservation requests will proceed according to the dates listed below for each respective group.

Scheduling Group	25Live Term Access Dates			
	Fall (All GPCs)	Winter (Selected GPCs)	Spring (All GPCs)	Summer (Selected GPCs)
Department Academic Schedulers	Jul.1*	Dec. 1*	Dec. 1*	Apr. 1*
Campus Programs Schedulers	Aug. 1*	Dec. 1*	Jan. 2*	Apr. 1*
Conference & Visitors Services	Aug. 1*	Dec. 1*	Jan. 2*	Apr. 1*
Student Organizations Events	Aug. 1*	None	Jan. 2*	None

*First business day of the month

To ensure timely processing, room reservation requests must be submitted in 25Live at least five business days prior to the first event date for timely processing. Consideration should be made to include adequate set-up and break-down time, while maintaining a minimum of 10 minutes between scheduled events and/or classes. If needed, CCSS will modify reservation requests to enforce the required gap-time and notify the requester of the change. Should the room request be urgent in nature, the requester must notify CCSS by calling 301-314-8243.

Online room requests submitted in 25Live are processed within 2-3 business days by CCSS. If an email confirmation is not received after five business days, please contact CCSS with your event reservation ID. All room requests are pending/tentative until you receive confirmation from CCSS.

Emergency reassignment/relocation

In the event of an unforeseen emergency in the scheduled classroom that would prohibit use during the time it has been reserved, CCSS will work with the requester to identify suitable alternate space to accommodate the event, based on availability. Should the University experience a weather-related emergency closure, all events would be considered canceled for the duration of that period.

Final exams week (Fall and Spring only) reservation requests

The week of final exams and Reading Day are blocked until the final exams are scheduled. Reading Day and the week of final exams will be open for event reservations in 25Live typically by the beginning of November for the Fall semester and the beginning of April for the Spring semester. Reservations during final exams week must have a minimum of 30 minutes between events and final exams.

Reading Day

Adherence will be ensured to restrict scheduling on Reading Day only to reviews and study sessions related to final exams. (Reading Day is the day between the last day of class and the first day of final exams week).

Per [University Policy V-1.00\(A\)](#), no class meetings or required activities may be scheduled on Reading Day.

Event Sponsor Responsibility

The sponsoring organization, or department, is responsible for the information provided. When making a reservation, a contact person must be designated to be responsible for the proper conduct of the event to include the following:

- All users of classrooms are expected to leave the classroom and its equipment in good order. Keeping a classroom in good order includes straightening chairs and tables, logging out of the room PC, taking away or disposing of all items that have been brought into the room.
- No furniture, or equipment, may be removed from the room without prior authorization from CCSS.
- Transferring, loaning, or sub-leasing a reservation, or misrepresenting the intended use of the room, is prohibited. Requests to change, or cancel, an event must be communicated to CCSS within 3 days of the event.
- The type of activity of the event may not be changed from what was requested without prior written approval from CCSS. Specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.
- Arrange for AV support if scheduled event is outside of standard [AV support hours](#). Return the classroom AV system and components to their original locations at the conclusion of the event. Refer to the “classroom support” section below for additional detail.
- Arrange for any required accessibility accommodation (sign language interpreter, etc.). Please see “accessibility” section below for further detail.

Failure to adhere to these guidelines may subject the sponsoring organization to deposit charges, event cancellation, and/or restriction of space usage privileges.

Facilities Information

- Rooms are provided in an "as is" condition. Regular custodial servicing of GPCs occurs after hours. If something requires immediate action, please contact the Classroom Support Office at 301-405-2500.
- Building Security facilitates the unlocking and locking of GPCs for after-hours and weekend-approved reservations in 25Live. In the unfortunate event of a room being locked for your reserved event, call the UMD Police non-emergency number at 301-405-3555 for assistance. You may be asked to show confirmation of your reservation.
- Room Equipment and Features: The scheduled use of the room includes seating space and accessible equipment. Please review the features included in the classroom on [25Live](#).
- AFTER HOURS:
Facilities Emergencies - Contact Facilities Management Work Control at: 301-405-2222
Building Access - Contact Building Security at: 301-405-3555

Hours of availability for events

Based on room availability, events can be scheduled during standard building operating hours between 7:00 A.M. and 10:00 P.M. on weekdays. Events may be considered for scheduling outside of these hours, based on programmatic need in consultation with CCSS. Some GPCs, and event sponsors working with C&VS, have exceptions to these standard operating hours (see the special arrangements listed below). GPCs are unlocked during these standard operating hours, and for reserved and approved events on weekends.

Classroom Support

The Division of Information Technology operates Classroom Support for general purpose classrooms. Please contact them to report problems, issues or questions at 301-405-2500 or classrooms@umd.edu. Their hours of operation are:

- Monday - Thursday, 7:30 a.m. - 10 p.m.
- Friday, 7:30 a.m. - 5 p.m.

Should AV support be required for an event occurring outside of these standard hours, it is the requestor's responsibility to arrange for supplemental AV support in advance. This service may incur additional fees.

General purpose classrooms special-access arrangements

- **Cambridge Community Center (CCC)** - all GPCs are available between 7:00 A.M. and 4:00 P.M., Monday-Friday, and are not available for use on weekends or during summer terms.
- **Edward St. John Learning and Teaching Center (ESJ)** – please visit esj.umd.edu to see Space Guidelines for ESJ.
- Event sponsors working with **Conferences & Visitor Services** may access more expansive classroom availability, including evenings and weekends, for an additional fee.

Food and Drink

Serving and/or consuming food, or beverages, is not authorized in GPCs.

Publicity, signs, and fliers

No signage of any type may be adhered to walls or other surfaces in GPC spaces. Distributing promotional materials inside classrooms is expressly prohibited. If event signage is required, the event organizer is responsible for providing tripods or sign holders for the event.

Accessibility

ADA accessibility to general purpose classrooms is provided in the vast majority of buildings and classrooms. Please discuss accessibility needs at the time of placing your event request with your department scheduler. [Accessibility at UMD](#) provides guidance for planning events to meet accessibility requirements and can be reached at 301-314-7682.

Student Group Reservations

Event & Guest Services in the Division of Student Affairs handles event reservations for registered student organizations. Please see their [website](#) for additional details.

Who must pay for the use of a classroom?

Users with an affiliation to the University that wish to reserve a classroom for a purpose not directly tied to their department or student organization activities may be directed to request their spaces through C&VS* for a fee. This requirement will be enforced at the discretion of CCSS and the Office of the Registrar, and would be applicable when the UMD affiliate is serving as “host” to an event outside of their primary academic role (*e.g. coordinating a national conference at UMD on behalf of the department*).

Users not affiliated with the University of Maryland will be directed to request their spaces through C&VS* for a fee.

Additionally, in cases where any of the following are present, the event may be required to request their spaces through C&VS for a fee to protect guest safety:

- Events with minors
- Overnight events
- Weekend events
- Events for which the University acts as “host” but the majority of the attendees are non-UMD affiliated and/or pay an attendance or participation fee.

**Please note – direction from CCSS to work with Conferences & Visitor Services to reserve your event is not a guarantee of available resources and/or services. Events will be subject to the C&VS fee structure and applicable guidelines for space use.*

Room Use Fees

Where applicable, room use fees for the use of general purpose classrooms are charged on a full day basis according to the role and acting capacity of the requestor. Every effort has been made to establish the minimum level of room use fees possible to extend the use of high-quality classroom spaces to the campus community in support of UMD’s academic mission.

*Room Use Fees (Full day rates only)

0-50 seats	\$30
51-199 seats	\$50
200+ seats	\$100

*ESJ pricing separate, see esjcenter.umd.edu

These fees do not include the event staffing, management, housekeeping, and other fees related to Conferences & Visitor Services overhead. Each requestor directed to work with C&VS will receive a customized quote based on their specific needs when fees apply for their event.

In cases of damage to the space, all event sponsors will be charged for the direct out-of-pocket costs to the University for the necessary repairs.

Additional resources

- [Accessibility at UMD](#)
- [Building Security](#)
- [Campus Maps](#)
- [Campus Police and 24 hour Escort Service](#)
- Classrooms.umd.edu
- [Conferences and Visitor Services](#)
- [Department of Environmental Safety, Sustainability, and Risk](#)
- [Facilities Management](#)