

UNMC Campus Room Scheduling Procedures

Revised: October 23rd, 2008

Introduction

The objective of UNMC's room scheduling procedure document is to facilitate scheduling functions of the various conference rooms, classrooms, auditoriums and public space to ensure that requests are processed in accordance with established procedures. This is a complex task involving multiple scheduling systems and offices as well as priority of use, number of participants, use of multimedia and distance learning equipment, and other variables. To ensure accurate and timely delivery of these services with minimal use conflicts, the scheduling process requires teamwork and cooperation between those requesting rooms and the various scheduling groups.

This document has been developed to provide guidance in scheduling of campus rooms, auditoria, and public spaces as well as to resolve scheduling disputes and provide a clear understanding of room use.

Room Scheduling Offices

With the growth and diversity of campus activities, room scheduling activities have been distributed among several different offices. These offices work cooperatively to assure that campus activities can be accommodated in appropriate facilities that best match the request for the room reservation and the priority use designation of the available space.

Atria in the Hospital or the Durham Research Center and Green Spaces on campus are scheduled through Centralized Room Scheduling but must be approved by the appropriate offices outlined in **Table 2** at the end of this document. Use of these Public Spaces must also be in compliance with the [Public Space Policy](#), which is coordinated through the Office of the Assistant Vice Chancellor for Business and Finance (Policy #6072). Any use of alcohol or vendor activities must have approval of that office as well as be scheduled appropriately thru Centralized Room Scheduling.

The following offices are responsible for designated classrooms, conference rooms, and public spaces at UNMC:

Centralized Room Scheduling (roomscheduling@unmc.edu, ph 9-7254):

Responsible for scheduling classes, conferences, and other activities in the rooms designated in **Table 1** at the end of this document. These rooms comprise space in the College of Nursing, Durham Outpatient Center, Durham Research Center, Wittson Hall, Swanson Hall, Eppley Science Hall, Bennett Hall, University Hospital, Lied Transplant Center, and Student Life Center.

Many locations are equipped with permanent multimedia and distance learning equipment that may be required for presentations. Room sizes range from small meeting rooms to large auditoriums suitable for large events. These characteristics should be detailed when submitting requests for any space.

Centralized Room Scheduling Request Form

All Advanced Scheduling Requests will be submitted using the online form provided on the [Centralized Room Scheduling Website](#). Other Requests are accepted through the online form, via e-mail at roomscheduling@unmc.edu, or via campus mail at Room Scheduling Zip 5170.

Advanced Scheduling

The majority of the scheduled rooms are programmed on a semester basis. There are numerous classes and other activities that must be scheduled and coordinated among the various units. For this reason, FIRM deadlines for submission of requests must be followed to give enough time for scheduling staff to enter the data and to make any necessary modifications. The Advanced Scheduling Deadlines are as follows:

| <u>Semester</u> | <u>Invitations Sent</u> | <u>Submission Deadline</u> | <u>Confirmations Sent</u> |
|-----------------|-------------------------|----------------------------|---------------------------|
| Fall | 05/15 | 06/15 | 07/15 |
| Spring | 10/01 | 11/01 | 12/01 |
| Summer | 03/01 | 04/01 | 04/15 |

*Requests received after the submission deadline will be handled on a space-available basis only.

Exceptions: **Eppley Science Hall 3010 and DRC 1002** have been designated for events with an advanced scheduling window of 12 months (Grand Rounds, Annual Meetings, and other Special Non-recurring Events). This will also accommodate seminars and other events targeted for larger groups requiring a longer scheduling cycle. All DRC classrooms and some conference rooms are reserved for Standing Seminars 12:00 – 1:00 PM and 4:00 – 5:00 PM.

Priorities

The following lists the priority order for *ADVANCED* scheduling:

Priority 1: Recurring classes for credit.

Priority 2: Intermittent or Ad hoc classes for credit.

Priority 3: Recurring Meetings – not for credit.

Priority 4: Ad Hoc Meetings, Seminars and/or Events – not for credit.

- Special “proximity” consideration will be given when a college requests classes to be scheduled within their building.
- Special consideration will be given for classes requiring distance learning technology within classrooms designated for this use.
- Individual events such as Grand Rounds and Special Events will be handled on a case-by-case basis.

On-Demand Centralized Room Scheduling

Classes and events that are submitted following the Advanced Scheduling deadline will be handled on a space-available basis. It is strongly encouraged to make ad hoc event requests at least 48 hours in advance. This will assist in coordinating both the room and any necessary multimedia equipment or technician that may be required. We will process a phone or an e-mail request for a last minute event and will make every effort to accommodate a rush order.

Please keep in mind that resources may not be available on short notice and that coordination of technical staff becomes more challenging.

NOTE: Additions and corrections to existing classes will be given maximum attention provided the request is received 2 weeks before the first change.

Confirmation

All requests to Centralized Room Scheduling will be acknowledged with a confirmation to the person submitting the written request. Advanced Scheduling Confirmations will be sent as described above. All other requests will be confirmed as soon as possible usually within one business day – depending on the volume of requests there may be unforeseen delays in this process.

Conflicts

Conflicts will be resolved by using the established priority system and will be coordinated among the various scheduling offices as needed. Conflict resolution will be handled as follows:

- **First Level:** Room Scheduling will provide an alternative room location to the second requestor.
- **Second Level:** If the alternative location is not acceptable, Room Scheduling will provide the second requestor the name of the first requestor and ask them to negotiate an alternative. If resolution is reached and room changes are required, Room Scheduling should be notified.
- **Third Level.** If a satisfactory resolution is not reached the second requestor should contact Room Scheduling who will forward the details to the Office of the Vice Chancellor for Academic Affairs, where a final decision will be made.

Event Time

Events and classes will start on the hour or the half-hour. Events and classes will end 10 minutes before the hour or 20 minutes past the hour. This will promote the smooth transition from one event to another.

Telephone

Telephone inquiries for information and assistance are welcome (9-7254). ITS encourages anyone who uses the rooms to immediately report any abuse of the equipment or of the room itself.

It is understood that scheduling events can become stressful in meeting deadlines, resolving conflicts, and in general, working through the many details associated with events. Room Scheduling will work with everyone in a courteous and professional manner, and expects the same in return. Verbal abuse is a serious matter and will be reported.

DRC Conference Room Scheduling (drcrooms@unmc.edu):

Responsible for scheduling all conference rooms on floors 3-8 of the DRC, except DRC 8003. These rooms are primarily used for research groups, department meetings, etc.

Sorrell Building

Educational Classes and Activities (eso@unmc.edu):

The ESO is responsible for scheduling all classrooms, auditoriums, and interaction rooms (except the distance learning rooms) in the Michael Sorrell Center for Health Science Education (MSC). To schedule a room, please visit their website at www.unmc.edu/dept/com/ or send an e-mail to eso@unmc.edu.

Distance Learning Classrooms (1005, 2018, and 3029) are scheduled by Pat Hoffman. Contact her at phoffman@unmc.edu to schedule one of the DL classrooms or you can fill out an online request [form](#) that can be found on the ITS Website.

Clinical Skills Laboratory(pcarstens@unmc.edu, 9-9146):

Responsible for coordinating all scheduling of all activities that utilize the Skills area in the Michael Sorrell Center for Health Science Education.

Public Space Scheduling (Lisa Metzger Grotrian, 9-5192):

Responsible for scheduling the Events Center, Linder Reading Room, Atria, and Student Plaza.

Table 1: Centralized Room Scheduling

| Building | Room Number | Room Capacity | Building | Room Number | Room Capacity |
|-----------------------|---------------------|---------------|---------------------------|------------------------|---------------|
| Bennett Hall | BTH 2020 | c 40 | Eppley Science Hall | ESH 3010 | d 127 |
| | BTH 3003 | c 24 | | Lied Transplant Center | LTC 10729 |
| College of Nursing | CON 1010 | d 85 | LTC 11734 | | c 12 |
| | CON 1011 | c 80 | LTC 12737 | | c 12 |
| | CON 1012 | c 80 | Student Life Center | SLC 2062 | c 12 |
| | CON 2017 | d 54 | | Swanson Hall | SWH 2013A |
| | CON 2018 | d 40 | SWH 2013B | | c 15 |
| | CON 2020 | d 20 | SWH 3016 | | i 18 |
| | CON 4024 | c 16 | University Hospital Tower | UNH 4208 | d 115 |
| | CON 4025 | d 16 | | UNH 5412C | d 24 |
| | CON 4037 | c 16 | | Wittson Hall | WHM 3010A |
| | CON 4038 | c 16 | WHM 3010B | | c 16 |
| | CON 4065 | c 16 | WHM 3010C | | c 16 |
| | CON 4066 | c 16 | WHM 3010D | | c 16 |
| | CON 5038 | c 16 | WHM 3010E | | c 18 |
| Durham Outpatient Ctr | DOC 2628 | c 16 | WHM 3020 | | c 132 |
| | Durham Research Ctr | DRC 1002 | d 319 | | WHM 3034 |
| DRC 1004 | | d 54 | WHM 3042 | | c 14 |
| DRC 1005 | | d 47 | DRC 3003 | c 12 | |
| DRC 1006 | | d 40 | DRC 3004 | c 12 | |
| DRC 8003 | | c 24 | DRC 3006 | c 12 | |
| Sorrell Center | | ESO 1005 | d 80 | DRC 4003 | c 24 |
| | ESO 2018 | d 80 | DRC 4006 | c 12 | |
| | ESO 3029 | d 24 | DRC 5003 | c 12 | |
| | | | DRC 5004 | c 12 | |
| | | | DRC 5006 | c 12 | |
| | | | DRC 6003 | c 24 | |
| | | | DRC 6006 | c 12 | |
| | | | DRC 7003 | c 12 | |
| | | | DRC 7004 | c 12 | |
| | | | DRC 7006 | c 12 | |
| | | | DRC 8004 | c 12 | |

Key:
c - Conference Room
d - Distance Learning
i - IP Video (fixed Equipment)

Color Key:
Scheduled by Room Scheduling
Scheduled by DRC Manager/Melanie Stewart
Priority given to Internal Medicine/Sheila Rosenberg
Priority given to College of Nursing/Dani Wilson-Baxter
Scheduled by Video Services/Pat Hoffman

***All COP Rooms are scheduled by the College of Pharmacy*

Table 2: Atrium and Public Spaces

| Building | Space | Scheduled By | Approved By |
|--------------------------|-------------------------|---------------------------------|--------------------|
| Durham Research Center | Atrium | Room Scheduling | Melanie Stewart |
| | DRC Plaza (green space) | Room Scheduling | Melanie Stewart |
| Durham Outpatient Center | Central Atrium | Room Scheduling | Jessica Brummer |
| | West Atrium | Room Scheduling | Jessica Brummer |
| Eppley Science Hall | Green Space | Room Scheduling | Jessica Brummer |
| Sorrell Center | Atria | Sorrell Public Space Scheduling | Lisa Grotrian |
| | Events Center | Sorrell Public Space Scheduling | Lisa Grotrian |
| | Linder Reading Room | Sorrell Public Space Scheduling | Lisa Grotrian |
| | Student Plaza | Sorrell Public Space Scheduling | Lisa Grotrian |
| Swanson Hall | Green Space | Room Scheduling | Jessica Brummer |