

LEARNING RESOURCE CENTER CLASSROOM POLICIES

- All class and meeting rooms are to be used for the purpose stated in the request.
- It is the responsibility of the room requestor to ensure the room is left in the same manner as when the event started.
 - a. All garbage and excess paper is to be removed or bagged properly.
 - b. These rooms can be reconfigured for event; however, any and all changes will be done by the requestor or his/her group and it must be returned to its original configuration at the conclusion of the event.
 - c. These housekeeping policies are to ensure that your colleagues will have a fresh start on the room and their event.
- Be cognizant of other classes and events. Please finish up approximately 10 minutes before the end of class or event. This will allow time for next group to be in and ready to begin their event.
- We need your help in maintaining the working condition of the equipment in the rooms. If there is an issue with equipment or software, please contact the LRC Staff so the issue can be handled appropriately. Please do not try to handle problem yourself.
- If you require any special equipment for your event, these resources can be requested using the 25Live online scheduling system (<https://25live.collegenet.com/uab/>).
 - a. If, during your event, there is an issue with A/V equipment, please contact the LRC @ 4-5146. An A/V tech will be dispatched to handle the issue.
- Most classrooms come with the following A/V equipment. If other equipment is needed, please add to your 25Live request or contact the LRC:
 - a. Mounted AMX touch panel controls
 - b. Mounted projector and screen
 - c. Lectern with VGA or HDMI laptop connection
 - d. Whiteboard
 - e. Wireless microphone
 - f. Ceiling speakers
 - g. Webcam