

## Room Usage Policies and Procedures

### **General Room Usage Information:**

Ohio Northern University closely monitors and records the usage of its physical facilities.

Instructional Facilities include but are not limited to the following categories.

1. **General Instructional Facilities:** Rooms which can be used for instruction in more than one academic discipline without modification including, but not limited to: Lecture Halls, Classrooms, Seminar Rooms.
2. **Special Instruction Facilities:** including but not limited to: laboratories, moot court room, research room/lab.
3. **Athletic/Recreational Facilities:** including but not limited to: athletic fields and gymnasiums
4. **Performance Facilities:** including but not limited to: theatres, radio studio, television studio, dance practice rooms, art gallery, art studio, etc.

### **Duties and Responsibilities of the Registrar's Office:**

The Registrar's Office is responsible for making and/or confirming all use of the university facilities for instructional, course related purposes, and processing reservations for the use of instructional facilities for non-instructional purposes within or outside of the normal instructional time period.

**Instructional Purposes:** including but are not limited to: classes, recitation sessions, laboratories, tests, examinations, final examinations, review sessions, tutoring, etc.

Use of Instructional Facilities other than 'General Instruction Facilities' (categories 2,3,4 above) must have prior approval of the chair of the department with 'primary' usage responsibility. Departments wishing to schedule classes in a 'General Instructional Facility' which has been assigned to another department for primary use must clear such usage through the other department chair before submission of the request to the Registrar's Office.

**Exceptions which require the prior approval of other offices/departments before being submitted to the Registrar's Office for formal scheduling.**

<b><u>Facility</u></b>	<b><u>Primary Contact</u></b>	<b><u>Secondary Contact</u></b>	<b><u>Phone #</u></b>
<b>Wilson (Art Gallery/Studio)</b>	chair art department	NA	2160
<b>Biggs</b>	Engineering Dean	Engineering Dean's Secretary	2371
<b>Chapel/Burgett Building</b>	Chaplain's secretary	secty PHIL & RELG dept	2195
<b>Dicke Building</b>	CBA Dean's office	NA	2070
<b>Heterick Library</b>	Library director	None	2182/2185
<b>Law College (Tilton)</b>	Law Dean's secretary	NA	2205
<b>McIntosh Center</b>	secretary McIntosh Center	director of McIntosh Center	2536, 2402
<b>Performing Arts Center</b>	COMM arts dept secretary	NA	2049
<b>Residence Hall Seminar Rooms</b>	secretary McIntosh Center	Asst. director of McIntosh Center	2536, 2401
<b>Science Annex 105, 216</b>	chair of the science division	secty of the BIOL Dept	2327,2996
<b>Sports Center</b>	chair of the HPSS department	secty of the HPSS Dept	2453,2440

**Noninstructional Purposes:** Use of General Instruction Facilities for other than instructional purposes is on a space available basis, must be made and approved by an ONU department or office sponsoring the event, and processed through the Registrar's Office. Immediately following the event the condition of the facilities must be returned normal state of cleanliness and equipment (seating) arrangement and suitable for instructional use. The use of facilities in Biggs, Dicke, and Wilson by student groups must have prior written approval of: the Engineering Dean for Biggs, the Dean of the College of Business Administration for Dicke Hall, or the Art Department chair for Wilson as appropriate.

The Registrar's Office confirms the reservation to the requestor and notifies the ONU Security Department of the facility/room, date, and time of the planned usage. Building Room usage for 'events' can be accessed by departments by running the WebFocus report [room\\_events](#).

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