POLICY AND PROCEDURES
FOR USE OF SDSU SMART CLASSROOMS

Availability of SDSU Smart Classrooms

The primary purpose of SDSU Smart Classrooms is to support instruction in regularly scheduled SDSU courses. To protect the significant investment in hardware and software, this policy provides conditions under which Smart Classrooms may be requested for purposes other than direct support for classroom instruction. Anyone may request to use an SDSU Smart Classroom facility, including SDSU campus community members and non-campus users. SDSU Smart Classroom facilities are available for use at any time including evenings, weekends, and holidays, *except* during final exam weeks and commencement weekend. Campus community members include SDSU faculty, staff, administrators, and officially recognized SDSU auxiliaries (Aztec Shops, Associated Students, SDSU Research Foundation, or the Campanile Foundation). Non-campus users include persons not directly affiliated with SDSU.

With the exception of regularly scheduled courses (active in SDSU Student Class Schedule), any use of Smart Classrooms requires reservation and approval. Reservation requests may be made by completing the *Request for Use of SDSU Smart Classroom* form (http://arweb.sdsu.edu/es/classroom/). Usage is subject to space availability and will be allowed only if use of the facility does not adversely impact instructional activities taking place in nearby rooms. Final approval for the use of ITS Smart Classrooms is at the discretion of Enrollment Services, Conference Services, and Instructional Technology Services.

Before requesting the use of a Smart Classroom, it is advised that persons visit the room to see if it is appropriate for their needs. A list of Smart Classrooms and a description of the instructional equipment can be found at: http://its.sdsu.edu/learning-spaces/

Use of Smart Classroom Facilities

There are no provisions for connecting user-provided equipment into the room's audio or visual systems without being charged for the cost of using the entire system. Smart Classroom users may contract to use the instructional equipment in the Smart Classrooms (recommended) for an additional fee, or they may bring in their own equipment. If a group elects to bring in their own equipment, and at the last minute finds it inadequate, ITS may be unable to assist them in correcting the situation.

No food, beverage, or smoking is allowed in Smart Classrooms. Violation of this policy may result in immediate ejection from the facility. The SDSU person identified as responsible for the event is expected to enforce the policy.

Use of Smart Classroom Instructional Equipment

The instructional equipment in SDSU Smart Classrooms may be used by trained SDSU faculty, staff, administrators, or members of recognized auxiliaries. New users, as well as those who

have not used an SDSU Smart Classroom within the previous six months, require training on the use of the room's equipment before access will be allowed.

Campus Community Users

Training must be provided by ITS staff or selected technicians assigned to colleges or departments (https://its.sdsu.edu/learning-spaces/key-issue/). *Due to limited availability of staff for this purpose, users must schedule training at least ten days in advance of the event.* To obtain training, contact the Coordinator of Learning Spaces Design & Faculty Support, at 594-6432 or via email at smartclassroom@sdsu.edu. If it is determined that the person being trained is not technically competent to correctly operate the equipment, use of the room will be denied until a suitable replacement assumes responsibility and is trained.

NOTE: Access to the installed instructional equipment requires a key. Keys will be loaned only to current SDSU faculty, Graduate Assistants, Teaching Assistants, staff or administrators; keys will not be given to student employees or auxiliary groups. **The recipient of the key may not lend the key to anyone without prior approval of ITS.** Students must have a recognized faculty advisor/sponsor or course instructor present to use the instructional equipment in a Smart Classroom, or obtain a key from Student Life and Leadership (SLL) at 594-2097.

- The key recipient's department is responsible for the cost to repair damage to any of the room's equipment.
- The computers installed in Smart Classrooms have limited software loaded on them. Users are able to download and install software temporarily, however if permanent installation is needed must contact ITS at 619-594-HELP (619-594-4357), or smartclassroom@sdsu.edu, to arrange install.
- If persons are found using the instructional equipment in a Smart Classroom without having an approved *Request for Use of SDSU Smart Classroom* form on record, they will be asked to leave immediately.
- The person identified as responsible for the event must ensure that all equipment is turned off and locked up whenever the room is not occupied.

Non-campus Users

Room requests, training, and key access for non-campus user events are managed by SDSU Conference Services. More information on non-campus user special events can be found at http://www.meetatsdsu.com/ or by calling 619-594-1077.

Fees for Facilities, Equipment, and Tech Support

There may be one or more fees charged for use of an SDSU Smart Classroom. Fees may include a charge for the use of the facility (i.e., Facilities Fee), a fee for use of the instructional equipment installed in the Smart Classroom (i.e., Equipment Fee), and a fee for technical support (i.e., Tech Support Fee). The fees are considered separate and detailed herein.

Facilities Fee

SDSU may charge a fee for the use of the facility, and/or for custodial and maintenance services. These fees are established and collected by Business Services.
http://bfa.sdsu.edu/busserv/FacilitiesRentals.html

Equipment Fee

There is an Equipment Fee of $50 per day ($150 for large lecture halls) for the use of the equipment by non-state funded campus entities and by off-campus groups. The Equipment Fee is established by ITS in conjunction with Budget and Planning and input from campus departments. Equipment fees are based on the equipment's total cost of ownership including cost of the equipment, depreciation, as well as costs for installation, maintenance and support and are reviewed periodically. Any equipment fee revenue shall be used to repair and maintain or enhance instructional equipment in classrooms.

- Faculty, staff or university administrators may use the equipment in Smart Classrooms without charge for supporting regularly scheduled SDSU courses. However, special events (e.g., conferences, performances, film festivals, career fairs, events that are open to the public, etc.) that do not directly support an active SDSU course or an official SDSU college or department-sponsored meeting are not subsidized.

Tech Support Fee

In addition to the Equipment Fee, if special event users require on-site technical support they must arrange to hire ITS Staff and pay an additional Tech Support Fee. **Availability of ITS technical staff may be limited; it is in your best interest to make arrangements as far in advance of the event as possible.**

NOTE: If the special event is for a non-campus user, all technical support requests may be directed to SDSU Conference Services at http://www.meetatsdsu.com/ or 619-594-1077.

Payment of Fees

Non-campus users will pay all applicable fees to SDSU Conference Services.

Campus auxiliaries will be invoiced by SDSU Business Services. Users from the SDSU Research Foundation are required to provide ITS with a purchase order prior to the date of the event. Other auxiliary users may include the account number from which payment will be made on the *ITS Smart Classroom Service Order* form. Please contact the ITS Learning Spaces and Faculty Support office,619- 594-HELP (619-594-4357) (or smartclassroom@sdsu.edu) regarding payment arrangements.

Determining Smart Classroom Equipment and Technical Support Fees

If YES…	Then…
Step 1. Consider the nature of the event:	
Is event sponsored only by an off-campus entity? *OR* Is event co-sponsored between a campus group and an off-campus group? *OR* Does money raised by the event go to a Foundation or other non-General Fund account for purposes beyond reimbursement of direct expenses?	**Equipment Fee + Tech Support Fee**
Step 2: Consider your university role:	*Fee depends on your role; see below.*
a. Auxiliary group (i.e., Aztec Shops, SDSU Research Foundation, Campanile Foundation)	**Equipment Fee**
b. Associated Students, Student Organizations	No equipment fee
c. Faculty, Staff, Administrators	*Fee depends on the purpose of the event; see below.*
1. To support an active course	No equipment fee
2. For official meetings for campus committee, college, or department	No equipment fee
3. For any other purpose	**Equipment Fee**

Procedure for Requesting to Use an SDSU Smart Classroom

1. Submit a *Request for Use of SDSU Smart Classroom* form:
   a. STUDENTS/STUDENT ORGANIZATIONS: Follow the procedures for classroom reservation requests as found on the Student Activities and Campus Life website: http://sll.sdsu.edu/student_affairs/sll/reserve-space.aspx
      i. Students must have a recognized faculty advisor/sponsor or course instructor present to use the instructional equipment in a Smart Classroom.
   b. CAMPUS COMMUNITY USERS: Complete the *Request for Use of SDSU Smart Classroom* form at http://arweb.sdsu.edu/es/classroom/.
      i. The form will be submitted to Enrollment Services for confirmation of room availability.
      ii. Once room availability is confirmed by Enrollment Services, the *Request for Use of SDSU Smart Classroom* form will be routed to ITS for review/confirmation of equipment usage, technical support, training, and applicable fees.

1. For those needing to contract for technical support, the ITS Special Event Coordinator will contact you to discuss your support needs.
        iii. ITS will route the *Request for Use of SDSU Smart Classroom* form back to Enrollment Services with confirmation of availability and fees.
        iv. Enrollment Services will contact requester with *Approval Letter for Use of SDSU Smart Classroom* including applicable fees.
    c. NON-CAMPUS USERS: Contact SDSU Conference Services at http://www.meetatsdsu.com/ to submit a room request.
2. Receive *Approval Letter for Use of SDSU Smart Classroom* from Enrollment Services.
3. If no fees are required, go directly to step 4. If any fees are required, as detailed in the Approval Letter, do the following:
    a. Non-campus users must contact SDSU Conference Services to make contractual arrangements and pay fees <u>at least 15 working days in advance of the date of the event.</u>
        i. Visit http://www.meetatsdsu.com/ or call 619-594-1077
        ii. Conference Services will collect all fees then notify ITS via email at smartclassroom@sdsu.edu, and Enrollment Services that the contract has been executed and fees paid.
    b. SDSU auxiliaries may be invoiced by SDSU Business Services. For auxiliaries other than the SDSU Research Foundation, please include the account number to which the fees should be charged on the *ITS Smart Classroom Service Order*. SDSU Research Foundation users must provide a purchase order (not a purchase requisition) to ITS prior to the date of the event. Please contact ITS at 594-2358 (or smartclassroom@sdsu.edu) if you have questions about arrangements for payment of fees.
4. Acquire keys/access to facilities and equipment:
    a. NON-CAMPUS USERS. For accessing the Smart Classroom instructional equipment, SDSU Conference Services will provide training and access.
    b. CAMPUS USERS. If needed, temporary keys are available for checkout from ITS Equipment Checkout (AH 1129, Monday-Friday, 7:30-4:00). Keys will only be checked-out to the person listed on the R*equest for Use of SDSU Smart Classroom* as the approved/responsible individual, or to another individual with written approval from the approved person.
5. After using the room, all users are required to ensure that the equipment is turned off and locked.
6. It is also the responsibility of all users to report on any problems in room to the ITS Special Events Coordinator (619-594-2358 or smartclassroom@sdsu.edu).