Policy on the Use of the Mell Classroom Building at RBD Library for Non-Course Events

I. POLICY STATEMENT
Auburn University’s (the University’s) “Policy on Use of Mell Classroom Building at RBD Library for Non-Course Events” describes the process for requesting, approving, and implementing events in the Mell Classroom Building at RBD Library (Mell) that are not in direct connection with a particular course taught at the University.

II. POLICY PRINCIPLES
A. Mell Classroom Building was built in 2017 as classroom facility that focuses on Engaged and Active Student Learning (EASL) in collaboration with the RBD Library; empowering students and faculty to increase their learning and teaching potential.
B. All events and programs in Mell Classroom Building shall be approved and scheduled by the Learning Spaces & Faculty Development Coordinator or a designee with the help of the Office of the Registrar. No use of Mell Classroom Building is authorized without the Learning Spaces & Faculty Development Coordinator’s approval.
C. Events also need to be approved by Auburn University, by using the Facility Use Agreement.
D. Events and programs in Mell Classroom Building should be designed to utilize the collaborative spaces effectively and appropriately.
E. Any cost and work associated with an approved event, including additional security, food services, and cleaning, is the responsibility of the event sponsor.
F. All events comply with Auburn University policies.
G. Organizations seeking large event space on campus will be directed to the following venues in lieu of Mell Classroom Building. Referral does not guarantee availability of event space at any of these venues.
   a. Auburn Arena
   b. Student Activities Center
   c. Student Center
   d. The Hotel at Auburn University and Dixon Conference Center
H. The use of Mell Classroom Building shall be limited to the following types of events and programs.
   a. Academic classes, events, or programs that directly support the University’s instructional mission when sponsored by a University college or school dean or the Provost’s Office.
   b. Events or programs that directly support University students when sponsored by the Vice President for Student Affairs.
   c. Events or programs that directly support the University’s outreach mission when sponsored by the Assistant Vice President for University Outreach, by a University
college or school dean, or by another responsible University administrative executive.

d. Spaces in Mell Classroom Building, including classroom and study spaces, can be reserved by any student or faculty member for study and review sessions associated with a University course. Students and faculty use an online reservation system to reserve study spaces for up to three hours. The Policy To Reserve Study Spaces In Mell governs this reservation system.

e. Use of non-reservable spaces (common spaces, informal study areas, quiet study areas) for special events follows the same rules as use of reservable spaces, and such events need to be staged so as not to disrupt regular use of neighboring spaces by others.

I. As a general rule, requests for use of Mell Classroom Building by non-University organizations shall not be approved; this includes vendors, solicitation, and members of the public. See External Party Space Reservation Policy (https://sites.auburn.edu/admin/universitypolicies/Policies/ExternalPartySpaceReservationPolicy.pdf)

J. Mell Classroom Building is a shared-use facility. Events and programs shall be scheduled to accommodate authorized, University-sponsored events in a coordinated and collaborative manner and will not disrupt academic classes.

K. The RBD Library is made aware of large events that may increase traffic.

III. EFFECTIVE DATE
August 15, 2017

IV. APPLICABILITY
This policy applies to all events and programs in Mell Classroom Building and to any faculty, staff, and student using Mell Classroom Building space.

V. POLICY MANAGEMENT

Responsible Office: Provost’s Office

Responsible Executive: Provost

Responsible Officer: Learning Spaces & Faculty Development Coordinator

VI. DEFINITIONS
Mell Classroom Building and Mell Classroom Building at RBD Library: Space that includes all classroom, study and open spaces constructed by 2017 next to and inside the RBD Library (with the exception of Library 2031)

Events and Programs: organized gatherings of people with a common purpose that is outside of a scheduled class and not associated with course-specific learning, for example a guest lecturer or a conference.
Collaborative spaces: Mell Classroom Building contains classroom spaces designed for collaboration; both furniture and technology enable collaboration and are not generally appropriate for traditional lecture-style events.

Event sponsor: University unit requesting to use Mell Classroom Building for events and programs outside of regular classes and study sessions

VII. POLICY PROCEDURES
A. Regularly scheduled classes will be assigned to Mell Classroom Building spaces through the Registrar’s Office.
B. University students, faculty and staff can reserve study areas outside of class hours for the express purpose of collaborative or individual learning.
C. Requests for events and programs must be submitted, using the Mell Classroom Building Request Form, at least eight weeks prior to the event date.
D. Operational costs for using Mell:
   a. Event sponsors of events and programs shall fund the following operational costs associated with the use of Mell:
      i. Set-up and takedown
      ii. Event management
      iii. Custodial services
      iv. Special cleaning
      v. Security
   b. Certain University-sponsored events may not incur operational costs as determined by the Associate Vice President for Facilities Management, provided that they
      i. Fall into one of the categories listed at II.G.a-c;
      ii. Are held during opening hours of the building;
      iii. Do not require additional support (e.g., setting up and taking down furniture and equipment, instructional technology use, custodial services, food services, special cleaning, or security).
E. Events must be submitted and approved in the Campus Event Planning System and comply with all university policies, procedures and regulations including, but not limited to, requirements for security, insurance, and indemnification.
F. Events involving minors must comply with the University's "Policy on Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities."
G. Security and safety during events in Mell Classroom Building are of primary importance.
   a. Security personnel will be hired by the Event sponsor, as needed, to ensure that participants, particularly schoolchildren, are well supervised and do not enter unauthorized areas of Mell Classroom Building.
   b. Event sponsors are responsible for the oversight and supervision of the participants of their events.
c. Event sponsors shall ensure the good conduct of their participants and shall be responsible for any damages caused by their event.

VIII. SANCTIONS
Failure to comply with the terms and conditions of this policy will result in the cancellation of events or program, financial sanctions (in case of damage to Mell Classroom Building equipment) as well as denial of pending or future requests for use of Mell Classroom Building.

IX. EXCLUSIONS
None

X. INTERPRETATION
Learning Spaces & Faculty Development Coordinator