

Policy on the Use of the Mell Classroom Building at RBD Library and the Academic Classroom & Laboratory Complex for Non-Course Events

I. POLICY STATEMENT

Auburn University's (the University's) "Policy on Use of Mell Classroom Building at RBD Library and Academic Classroom & Laboratory Complex for Non-Course Events" describes the process for requesting, approving, and implementing events in the Mell Classroom Building at RBD Library (Mell Classroom Building) and the Academic Classroom & Laboratory Complex (ACLC) that are not in direct connection with a particular course taught at the University.

II. POLICY PRINCIPLES

- a. Mell Classroom Building opened in 2017 and the ACLC opened in 2022 as classroom facilities that focus on Engaged and Active Student Learning (EASL); empowering students and faculty to increase their learning and teaching potential.
- b. All events and programs in Mell Classroom Building and ACLC shall be approved and scheduled by the Executive Director of the Biggio Center or a designee with the help of the Office of the Registrar. No use of Mell Classroom Building or ACLC is authorized without the Executive Director of Biggio Center'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 and ACLC 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 or ACLC. Referral does not guarantee availability of event space at any of these venues.
 - i. Auburn Arena
 - ii. Student Activities Center
 - iii. Student Center
 - iv. The Hotel at Auburn University and Dixon Conference Center
- h. The use of Mell Classroom Building and ACLC shall be limited to the following types of events and programs.
 - i. 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.
 - ii. Events or programs that directly support University students when sponsored by the Vice President for Student Affairs.
 - iii. 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.

- iv. Spaces in Mell Classroom Building and ACLC, 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 Classroom Building and ACLC governs this reservation system.
- v. 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 and ACLC 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 and ACLC are 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 in Mell Classroom Building that may increase traffic.

III. **EFFECTIVE DATE**

August 15, 2017

Revised: July 11, 2022

IV. **APPLICABILITY**

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

V. **POLICY MANAGEMENT**

Responsible Office: Provost's Office

Responsible Executive: Provost

Responsible Officer: Executive Director, Biggio Center

VI. **DEFINITIONS**

- a. 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)
- b. Academic Classroom and Laboratory Complex: the building located at 347 Duncan Drive.
- c. 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.

- d. Collaborative spaces: Mell Classroom Building and ACLC contain classroom spaces designed for collaboration; both furniture and technology enable collaboration and are not generally appropriate for traditional lecture-style events.
- e. Event sponsor: University unit requesting to use Mell Classroom Building or ACLC 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 and ACLC 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 and ACLC Request Form, at least eight weeks prior to the event date.
- d. Operational costs for using Mell Classroom Building or ACLC:
 - i. Event sponsors of events and programs shall fund the following operational costs associated with the use of Mell Classroom Building or ACLC:
 1. Set-up and takedown
 2. Event management
 3. Custodial services
 4. Special cleaning
 5. Security
 - ii. Certain University-sponsored events may not incur operational costs as determined by the Associate Vice President for Facilities Management, provided that they
 1. Fall into one of the categories listed at II.G.a-c;
 2. Are held during opening hours of the building);
 3. 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 or ACLC are of primary importance.
 - i. 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 or ACLC.
 - ii. Event sponsors are responsible for the oversight and supervision of the participants of their events.
 - iii. 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 or ACLC equipment) as well as denial of pending or future requests for use of Mell Classroom Building or ACLC.

IX. EXCLUSION

None

X. INTERPRETATION

Executive Director, Biggio Center