

## GUIDELINES FOR CLASSROOM USAGE FOR OTHER COLLEGES

**CONTACT:** Janada Schaubert ([janadaschaubert@jalc.edu](mailto:janadaschaubert@jalc.edu)) with cc to Julia Schroeder ([juliaschroeder@jalc.edu](mailto:juliaschroeder@jalc.edu))

- Room availability should be secured through the Scheduling Office through email request prior to development of class schedule. Classroom usage is based on availability.
- “Smart” rooms will be assigned when available.
- Classrooms should be used as found. If tables/chairs are moved, they need to be reset at the end of the class period, per the Maintenance Dept. request.
- Room capacities are 30 max.
- AV equipment needs go through the Distribution Office: Bill Erwin, ([billerwin@jalc.edu](mailto:billerwin@jalc.edu)) or Jim Cooper, ([jimmycooper@jalc.edu](mailto:jimmycooper@jalc.edu)) or extension #8350
- It’s recommended that the contact person, instructors, and students sign up for Voltex – student notification system – through the Admissions Office. Campus closures due to inclement weather, power outages, etc. will be sent through Voltex and posted on the college website. ([jalc.edu](http://jalc.edu)).
- Familiarity with the college calendar is highly recommended and can be accessed through the college website. **No classes may be held when the campus is closed** – refer to college calendar.

7/14/09