

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO

FACILITY USE GUIDELINES

Academic Learning and Teaching Center Addendum

Adopted March 1, 2016

Revised October 1, 2016

Revised February 1, 2017

Revised May 3, 2017

Opening Spring of 2016, the AL&TC will be our premier learning environment, specifically designed to promote excellence in technology-enhanced interdisciplinary collaboration and instructional innovation. The building houses 31 classroom environments from small seminar rooms to large teaching venues built to accommodate 140 to 280 students. The large rooms are designed to foster face to face interactions. Information on individual room layouts can be found on the University Scheduling website or by clicking the below link:

http://uthscsa.edu/fsprec/docs/AL_TC_Classroom_Layout.pdf

Reservations for classrooms, lobby and dining facilities are made through University Scheduling on the Room Reservation Request form, scheduling@uthscsa.edu, or by calling X7-2655.

The HSC is very proud of this new venue and it will require ongoing maintenance to ensure the life of seating, equipment and finishes. As such, users are expected to inform Facilities Management of any damage to furnishings or equipment as soon as possible. Users should perform an investigatory walk-through of this facility before departing, make note of any discrepancies, and inform Facilities Management of any problems. Any damages will be charged to the reserving department's PID.

The HSC adopts the following guidelines to assist in maintaining the facility:

General Classroom Guidelines

- To meet the requests of students, the majority of the tables in the classrooms are powered. As such, the tables cannot be moved without damaging the electrical connections and possibly the furniture. **Please do not move the tables.**
- Food is allowed in all classrooms except for the Body Viz rooms; however, it is the responsibility of all faculty, staff and students to properly dispose of trash. Please see Catering Guidelines below.

ALTC 2.205, Faculty Development Room

The Faculty Development Center is to be utilized specifically for the purpose of advancing our teaching mission by offering a venue to advance our faculty enrichment with continuing education and professional interaction. To reserve this space for an upcoming faculty event, please submit your request, via the Room Reservation Request form, to the appropriate contact below:

Graduate School of Biomedical Sciences: Dr. Nicquet Blake, blaken@uthscsa.edu

President's Office: Dr. Jacqueline Mok, mok@uthscsa.edu

School of Dentistry: Dr. Birgit Glass, glass@uthscsa.edu

School of Health Professions: Dr. David Henzi, Henzi@uthscsa.edu

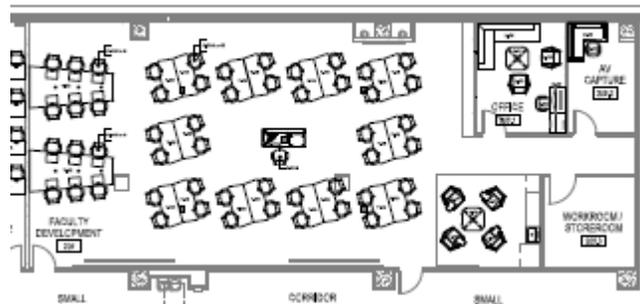
School of Medicine: Dr. Deborah Conway, Conway@uthscsa.edu

School of Nursing: Dr. Sarah Gill, gills@uthscsa.edu

Dr. Cynthia O'Neal, onealc@uthscsa.edu

Dr. David Byrd, byrdda@uthscsa.edu

- The majority of the furniture is flexible and can be reconfigured; however, the furniture must be returned to its original configuration, see below, at the completion of the event.



- Users accept responsibility to replace/repair any damaged furniture or equipment. A PID will be required with the room reservation request.
- This room is not equipped for video conferencing.
- As with all of the Academic Learning and Teaching Center, catering during normal business hours must be coordinated thru Lancer Catering unless permission to use an alternative caterer is provided by Jerry Long's office.
- Coffee will no longer be provided free in the room, please arrange this service thru Lancer catering.
- Users must provide a laptop and HDMI adapter. If your laptop does not have HDMI please contact AV, 567-7777 Option 3.
- You may reserve laptops and microphones by contacting AV, 567-7777 Option 3.
- Please coordinate trash and/or recycle removal with Housekeeping after an event providing food, 567-2936. Please ensure all trash is properly disposed of and leftover food/drinks are removed. Multiple events may be scheduled in the room per day. Please do your part to leave the room in good condition for the next user.

Classrooms 2.212 and 2.218

These classrooms will remain unlocked 24/7 to allow for student study space. Scheduled courses and events will have priority; however, students may utilize the rooms when not in use without submitting a schedule request to University Scheduling.

Classrooms 3.301, 3.302, 3.303 and 3.304

Because of the complexity of the technology in this space, all reserving departments will be required to contact AV services at X0-0200 to arrange for assistance prior to the event. Because these designs are unique to the HSC, they may inspire and motivate faculty to integrate active, team based learning into their teaching.

Body Viz Anatomy Labs B.117 and B.119

These classrooms offer state of the art 3-D technology and represent a significant investment by the institution to enhance the teaching and learning environment of its faculty and students. As such, *food and drink are strictly prohibited in these rooms.* Because of the complexity of the technology in this space, all reserving departments will be required to contact AV services at X0-0200 to arrange for assistance prior to the event.

Catering

All catering during normal business hours, 7AM – 5PM Monday - Friday, must be provided by Lancer, the on-site vendor, <https://uthscsa.catertrax.com/>. For exceptions to this policy, please contact Jerry Long, Assistance Vice President for Business Affairs, 562-6284, longg@uthscsa.edu.

Lobby

1. No event setup is allowed prior to 4:00PM, daily. This includes weekends.
2. Any custom setup requires submission of a FM Request form.
3. Movement of furniture from the Lobby will require a Facilities Management Work Request and reservation of additional space for storage of the furniture.
4. The lobby must be cleaned and furniture replaced immediately following any event, including events held in the evening or on weekends.
5. A representative of the sponsoring or joint sponsoring department, who is familiar with all event arrangements, must be on-site for the entire event including setup and breakdown.
6. Events where alcohol is served may require additional security as determined by UTPD. Security and parking may be arranged by contacting UTPD. Additional fees may apply.
7. Event sponsors are required to arrange for and fund all event requirements, including, but not limited to, housekeeping, setup, security, parking, audiovisual support, breakdown and cleanup.

Dining Facilities

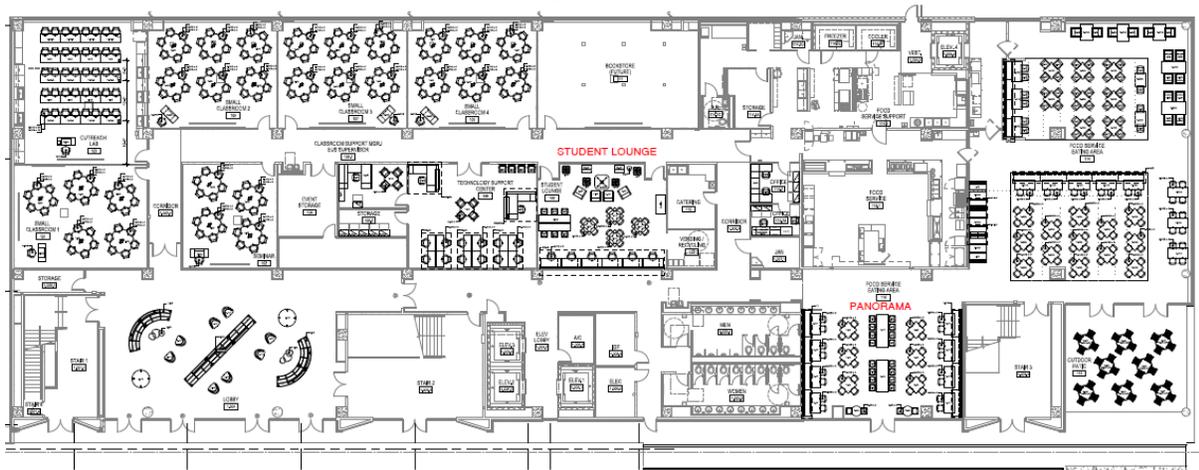
There are three dining spaces available for reservation. The large dining facility has a seating capacity of 130 while the small dining room has a seating capacity of 60. The outdoor patio has a seating capacity of 28 and a standing capacity of 53 and can be reserved alone or as part of either dining facility.

1. Reservations are not allowed before 5PM, Monday – Friday. Reservations and set-up are not restricted on the weekends and can begin earlier in the day.
2. Furniture cannot be moved in any facility.
3. All facilities must be cleaned immediately after the event, including events held on the weekends.
4. A representative of the sponsoring or joint sponsoring department, who is familiar with all event arrangements, must be on-site for the entire event including setup and breakdown.
5. Events where alcohol is served may require additional security as determined by UTPD. Security and parking may be arranged by contacting UTPD. Additional fees may apply.
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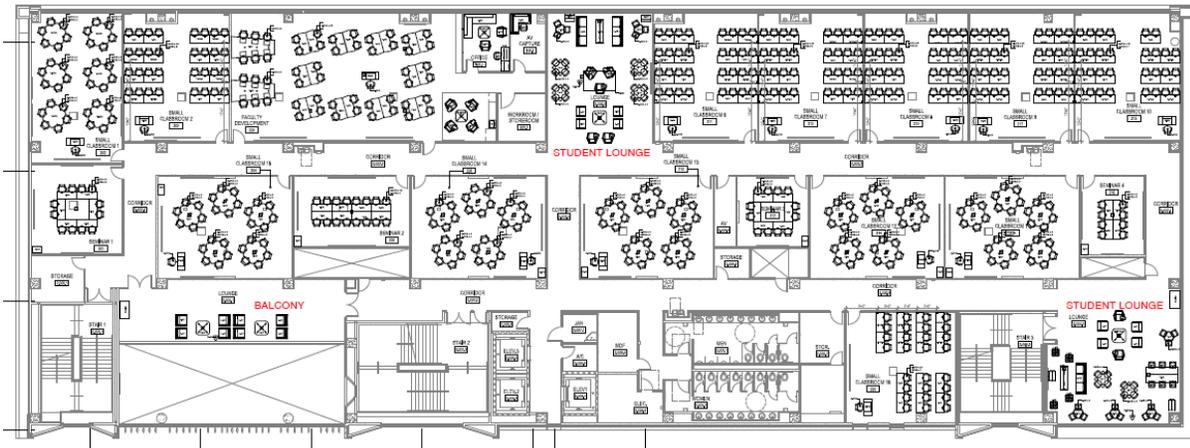
Student Usage

The ALTC provides a number of study spaces for students. These study spaces are available to students 24/7 with UTHSCSA badge access.

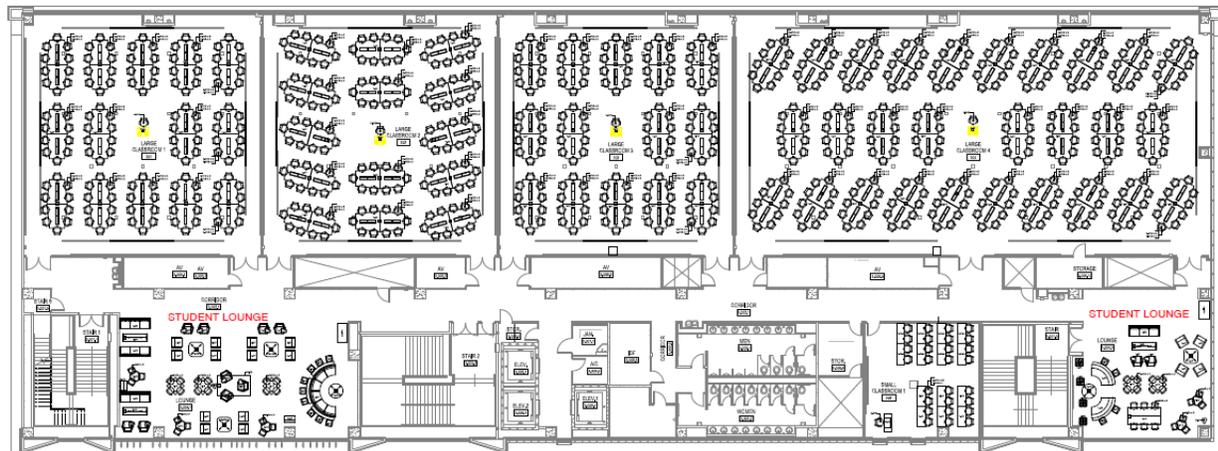
First Floor: 1.108 is a quiet, private study room with comfortable lounge seating as well as private study carrels and places to plug in.



Second Floor: Provides two large open spaces for collaborative or private study time as well as the balcony overlooking the lobby. All spaces have comfortable seating and opportunities to plug in. The large student spaces include white boards for interactive learning. In addition 2.212 and 2.218 will remain unlocked 24/7 for student access when not in use by a scheduled course or event. Students may utilize the two rooms without submitting a room request to University Scheduling.



Third Floor: Provides two large open spaces for collaborative or private study time. All spaces have comfortable seating, opportunities to plug in and white boards for interactive learning.



Students can also reserve classrooms for private or collaborative study from 5PM – 6AM, seven days a week. The classrooms are to remain available for academic and non-academic events from 6AM – 5PM, seven days a week. To reserve a classroom, please submit a Room Reservation Request to University Scheduling. Please note, University Scheduling is not on-site after hours, weekends or holidays so requests sent after 4PM will not be processed until the next business day. A Room Reservation Request is required to ensure the classrooms are available and unlocked by UT Police. Classrooms not reserved will be locked by 7PM.