

POLICY FOR USE OF PCPS ACADEMIC SPACES AND LABORATORY EQUIPMENT

Policy

Laboratory facilities and all laboratory equipment in McGurrin and Leahy Halls are prioritized for instruction of students in courses offered by the departments in the PCPS. When not being utilized for instruction, laboratory facilities and equipment may be available for PCPS faculty for their research.

Any use of laboratory facilities or equipment by courses not offered by departments in PCPS requires prior approval by the Dean. Any use of laboratory facilities or equipment by faculty or staff who are not in PCPS, or in conjunction with non-PCPS departments (e.g. Athletics or other academic departments), must have prior approval from the Dean. This includes courses for credit, research and non-academic activities and extends to Intersession, Summer and non-instructional days.

Classrooms in McGurrin and Leahy Halls may be used by courses not offered by PCPS as scheduled by the Office of the Registrar and Academic Services.

Eating, drinking, applying cosmetics, and taking medications are prohibited in the following PCPS classrooms and laboratories in accordance with OSHA and CDC standards and IT best practices:

EDWARD LEAHY HALL: ELH B01, ELH B02, ELH 100-103, ELH 105, ELH 300, ELH 308, ELH 340, ELH 342, ELH 442, ELH 500, ELH 740, ELH 741, ELH 742, ELH 840-842, ELH 540, ELH 642, ELH 640, ELH 700, ELH 800, ELH 804 and ELH 844

MCGURRIN HALL: MGH 019, MGH 102-107, MGH 110, MGH 120, MGH 302, MGH 310A-310B, MGH 326-326A, MGH 336-336A, MGH 345, MGH 347, and MGH 406.

Procedure

Many courses are assigned to laboratories via the Master Schedule process; for these courses no additional scheduling of that space is required. However, if a course is not assigned to a particular laboratory via the Master Schedule process, use of the laboratory or equipment must be scheduled with the Director of PCPS Laboratories.

Use of facilities and equipment for research by PCPS faculty must be scheduled with the Director of PCPS Laboratories.

Faculty seeking to use laboratory facilities or equipment in MGH or ELH in conjunction with a non-PCPS course or Non-PCPS departments must request prior approval from the Dean.

Faculty seeking alternate spaces for examinations must schedule academic spaces through the Office of the Registrar and Academic Services.

Any questions regarding the policy or procedure can be addressed to the Director of PCPS Laboratories.

Presented and approved at PCPS Dean's Conference November 29, 2016.

POLICY FOR USE OF PCPS NON-ACADEMIC SPACES

Policy

Use of the ELH 235 (Kane Forum) is restricted to lectures, conferences and meals/banquets sponsored by departmental faculty or staff. ELH 235 may also be scheduled for similar types of events sponsored by the Director of Conference and Events Services. ELH 235 is not available for events sponsored by student groups unless they are pre-approved by the Dean's Office.

No events or activities will be allowed which have the potential to result in damage or soiling of the carpet, walls or window treatments. No tape is allowed on walls and glitter is not allowed on tables. Events that require the utilization of furniture, flooring, or equipment that is not currently available in McGurrin or Leahy Halls requires pre-approval from the Dean's Office.

Other non-academic spaces, i.e., Green Roof, Lobby, Panuska Reading Room, and MGH 207 may be scheduled for events by departmental faculty and staff. These spaces are not available for events sponsored by student groups unless they are pre-approved by the Dean's Office.

Non-academic spaces cannot be scheduled for examinations. Examinations must be held in academic spaces.

Procedure

The Kane Forum and Green Roof, may be scheduled through the Manager of News Media and Scheduling. The ELH Lobby, Panuska Reading Room, and MGH 207 may be scheduled through the PCPS Dean's Office.

Student groups seeking permission to use any non-instructional spaces in MGH or ELH must request prior approval from the Dean.

Faculty seeking alternate spaces for examinations may not use non-academic spaces but may schedule alternate academic spaces through the Office of the Registrar and Academic Services.

Any questions regarding the policy or procedure can be addressed to the Director of PCPS Laboratories.