Harold Clark Simmons Hall (HCSH)

Usage Policies and Procedures for

SMU Students (effective 06/01/2016)

**Please read thoroughly, as you are responsible for observing the Simmons School’s building policies and procedures. All questions or requests for assistance need to be coordinated with Lauren Gilmore (****lgilmore@smu.edu****) during regular business hours.**

\*To be granted access to space in HCSH, **you must sign and date the last page** and send it to Lauren Gilmore at lgilmore@smu.edu.

**ACCESS**

Simmons building exterior doors are open Monday –Thursday: 7 a.m. - 10 p.m. and Friday & Saturday: 7 a.m. - 6 p.m. Students will not be granted access to unlock the exterior doors. Only access to classroom space will be granted. Access will be granted for the current semester. Should a student wish to continue access into the next semester, they will need to resubmit this form and send it to Lauren.

**USING THE SPACE**

Students cannot make reservations to use the space. Space is available on a first come, first served basis. Students will not be granted access to conference rooms, labs, offices or suites. The following classrooms are available for students to use in Harold Clark Simmons Hall:

* 101A
* 101D
* 117
* 207
* 217
* 218
* 317
* 318

**ROOM CONFIGURATIONS**

Tables and chairs must be left in the correct set up once a student is finished with the space. Students are not permitted to remove tables or chairs from a room.

**AV**

Students are welcome to utilize the AV provided in each room. Projectors MUST be turned off before the student leaves the room. This is to prevent burning out the expensive projector bulbs too quickly.

If you have AV issues in a classroom, contact Classroom Technology Support at 214-768-8888. Their hours are: Mon-Fri 8 a.m.-9 p.m., Sat 9 a.m.-5 p.m., and Sun 9 a.m.-9 p.m. during the semester.

Our podiums, projectors, computers and other AV equipment are often “wired in” and should be left that way to ensure everything works properly. In order for the AV equipment to work, nothing needs to be unplugged or moved. If wires are unplugged, it can cause a problem that requires the attention of our AV team and could result in a fee.

**FOOD**

Food is not permitted in any of our classrooms. The only beverage allowed is water. Water bottles must be kept away from the podium, computers, equipment and any other electronic devices while using the classroom.

**GIDDY UP**

We ask that students leaving the building after regular business hours utilize Giddy Up. Giddy Up is a campus security escort service that offers free rides all over campus during regular hours of operation. Available during the Fall and Spring Terms when classes are in session Monday–Sunday, 7:00 p.m.–3:00 a.m. (scheduled hours are subject to periodic adjustment). No service during student breaks, winter break or Summer Term. For a ride, call 214-768-1111 or flag them down if you see them. When not assisting customers, the cart will be deployed on campus to enhance campus security.

**LIGHTS**

Lights should be accessible 24/7. You may need to flip the toggle switch or touch the wall panel to engage lights. Some rooms operate on motion sensors. If you have difficulty engaging the lights after hours, please contact the call center at 214-768-3266.

**HVAC** (Heating, Ventilating, and Air Conditioning)

The number displayed on the screen is the current room temperature. If you wish to make the room warmer or cooler, press the warmer or cooler buttons to adjust the set point. Classrooms have a 5-degree variance only, probably 69-74. HVAC runs in the classrooms from 7 a.m.-10 p.m., Monday – Saturday. The HVAC does not run on Sundays.

**FEES**

There is no charge for students to use a room in HCSH. However, if a room is not returned to its original configuration, a minimum $100 fee will be assessed per incident. Additionally, charges for damages, broken equipment, stains, etc., incurred during the event will be charged to the student.

**SECURITY**

Please make sure all doors latch behind you as you leave the building. Doors will lock automatically once they are closed.

**NOISE**

Noise is expected to be kept at a reasonable level. Often, the building will be full with other classes, meetings, and events and we ask that your group remain respectful of others. Please be particularly mindful of any group in a room that shares a wall with your event.

**I would like to confirm our space and agree to the terms and policies listed above.**

SMU Student Name: \_\_\_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SMU Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name and Room Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_