

## **Procedures for Adding or Removing a Central Pool Classroom**

### **Adding a classroom to the Pool:**

Inclusion of a classroom in the Provost's Central Pool is contingent upon agreement to a system of shared responsibilities for the space.

In accepting the classroom, the Provost and the Provost's designees agree to:

- operate the classroom for the benefit of the entire University community;
- assume financial responsibility for the Allocated Cost Space Charges for the classroom;
- assume financial responsibility for any costs inherent in the physical maintenance and/or renovation of the classroom interior;
- assume financial responsibility for any costs inherent in the provision and maintenance of a baseline audiovisual system in the classroom;
- assume responsibility (through the Office of the University Registrar) for the scheduling of academic events in the classroom;
- assume responsibility (through the Perelman Quadrangle scheduling office) for the scheduling of non-academic events in the classroom.

In relinquishing the classroom, the School agrees to:

- provide first-tier facilities and audiovisual technology support for all classes conducted in the classroom;
- relinquish all rights to the scheduling of the classroom, other than those rights specifically granted by the Office of the University Registrar;
- relinquish all expectations of revenue for use of the classroom from non-academic events scheduled by organizations, both internal and external to the University;
- assure that all members of the University community will have reasonable access to the classroom during normal operational hours for the building in which the classroom is housed;
- continue to maintain oversight of major building systems (e.g., HVAC, building envelope, elevators, etc.) that support the classroom.

For consideration for inclusion of a classroom in the Central Pool:

1. Representatives of the School must first meet with representatives of the implementation subcommittee of the Provost's Classroom Facilities Review Committee.
2. If inclusion of the classroom is deemed viable, a letter formally requesting the transfer of the classroom into the Central Pool will be submitted to the Provost from the Dean of the School.
3. Concurrently, the chairperson of the implementation subcommittee will forward the subcommittee's recommendation to the Provost.

4. If approved by the Provost, the classroom will be added to the Pool. The Provost's approval will include an addendum outlining the agreed conditions contained in this document.

### **Removing a classroom from the Pool:**

Removal of a classroom from the Provost's Central Pool is contingent upon agreement that the classroom — and all responsibilities for that classroom — will return to the auspices of the School. There is also an expectation that the School will reimburse the Provost for any facilities and/or technology investments made within the past three years to improve and/or maintain that classroom.

For consideration for removal of a classroom from the Central Pool:

1. Representatives of the School must first meet with representatives of the implementation subcommittee of the Provost's Classroom Facilities Review Committee.
2. If removal of the classroom is deemed viable, a letter formally requesting the permanent transfer of the classroom from the Central Pool will be submitted to the Provost from the Dean of the School.
3. Concurrently, the chairperson of the implementation subcommittee will forward the subcommittee's recommendation to the Provost. This recommendation will include a list of all recent facilities renovation costs and technology upgrade costs invested in the classroom, along with a prorated current value of these investments. Typically, the chairperson will ask the Provost's office to request reimbursement of this current value as a condition for removal of the classroom.
4. If approved by the Provost, the classroom will be returned to the School upon agreement by the School to reimburse improvement costs.

### **Temporary assumption of a Pool classroom by a School:**

Circumstances in which a School requires exclusive use of a Pool classroom for non-academic use — e.g., storage, "swing space", et cetera — must be approved by the implementation subcommittee of the Provost's Classroom Facilities Review Committee. There is also an expectation that the School will assume (or reimburse the Provost for) Allocated Space costs for the time during which the classroom is unavailable for academic use.

For consideration for temporary assumption of a classroom in the Central Pool by a School:

1. Representatives of the School must first meet with representatives of the implementation subcommittee of the Provost's Classroom Facilities Review Committee. As part of this process, the chairperson of the implementation subcommittee will determine the Allocated Cost Space Charges for the targeted classrooms for the time period requested and communicate that information to the School. Exceptions to this requirement may be

- granted in cases when the change in use of the classroom is due to renovation of the classroom and/or facilities in its immediate vicinity.
2. If temporary removal of the classroom is deemed viable, a letter formally requesting the temporary transfer of the classroom from the Central Pool will be submitted to the chairperson of the implementation subcommittee from an authorized representative of the School.
  3. If approved by the implementation subcommittee, the School will assume temporary responsibility for the classroom upon agreement by the School to reimburse Allocated Cost Space Charges.