Health Science Services Space Scheduling
Policies and Procedures
2/21/18

The University Of Louisville uses Collegenet 25Live integrated event scheduling software and database to create and maintain the schedule of courses and to schedule all other academic and non-academic events on the Health Science, Belknap and Shelby campuses.

25LIVE INSTRUCTIONS

HSC Departments can use 25Live to view and request classrooms and some general use spaces on the HSC Campus. Spaces and events can be viewed at https://25live.collegenet.com/louisville/ . To log into the system, go to the top right hand corner of the 25Live home page and click "Sign In". Use your university user ID and password to sign in. There is an Event Wizard, which will walk you through the steps to request a room. Click "Next" at the bottom and fill out all required pages. Please review your event request carefully to make sure the dates and times are correct. Click "Save" when your request is complete to send it. For further information about 25Live and submitting requests go to http://louisville.edu/updc/classroom-and-event-scheduling . Feel free to email Greg Crawford with complicated multi-room or multi-date requests. If you do not have a U of L ID and password email Greg Crawford. All requests will be saved as tentative until a room is assigned and the request is confirmed by HSC Services.

Please allow one week for the space request to be processed (two weeks for Belknap space). Do not send a request and forget about it. It is your responsibility to confirm your email request or 25Live request has been scheduled. You can check the status of your 25Live request by searching for your event under the Event tab on your 25Live Dashboard page. To optimize space utilization we may assign a different room than you requested but every effort is made to accommodate your specific need. When your request has been scheduled, you will receive a confirmation e-mail from 25Live. On your confirmation all scheduled dates will be shown individually with a space assignment. If a date does not have a space assignment contact Greg Crawford. It is your responsibility to check your requests for accuracy. Non- academic requests for classroom space prior to the beginning of a semester may take longer to process if all weekly academic course requests are not in. Multi-room and/or multi-date requests may take longer to process. If you have a last minute request email, call or text Greg Crawford, gtcraw01@louisville.edu, 852-5696, cell 502-741-3635. In the event of an emergency and you cannot reach Greg Crawford you can contact Jeff Miles jsmile02@louisville.edu, 852-4312 or Gerri Parker grpark01@louisville.edu, 852-4941.

Use of HSC classrooms and general spaces must be for HSC classes or university event or be formally sponsored by HSC Departments. Use cannot be for "for profit" events, personal events or for vendors which conflict with university contracts. More information about contracts and vendors can be found at the Procurement Services

webpage. Registered Student Organizations(RSOs) must be in good standing to schedule space on the HSC Campus. Outside groups generally are not allowed to schedule space on the HSC Campus but can submit a formal request to the Health Science Services Office for special consideration. Send requests to Greg Crawford at greg.crawford@louisville.edu .

ROOM USE GUIDELINES

Please observe the following room use rules:

- Stick to your scheduled class time.
- If you need to change or cancel an event email Greg Crawford at gtcraw01@louisville.edu.
- If you reposition furniture reset it for the next event.
- Do not remove furniture from rooms.
- Place trash and recycled items in the appropriate receptacles.

To request furniture setups from Physical Plant go to http://louisville.edu/physicalplant/forms/physical-plant-special-event-setups or call 852-1097.

To request a/v go to the Academic Technology Office form at http://www.louisville.edu/medicine/tech/ . You can also email them at atosupport@louisville.edu or call 852-7476.

To request custodial services go to http://louisville.edu/physicalplant/forms/custodial-service-request or call 852-7174.

To request a wi-fi guest account go to http://louisville.edu/it/departments/communications/wireless/wireless-access-for-guests .

To request afterhours security contact Sgt. Diana Taylor at DPS, dktayl01@louisville.edu.

ACADEMIC SCHEDULING

Up to the second week of a semester the scheduling of weekly for-credit academic classes takes priority in classrooms. Every effort is made to accommodate a specific room request however we may need to assign a different room to optimize space utilization so that we can provide space for all classes and HSC Campus events. Labs, Breakouts and Non-academic events can schedule classrooms prior to a semester with approval. They may be required to move to a similar room to accommodate an academic class. Classrooms by building are:

Kwing	B Bldg	C Bldg
K2003	B102	C119
K2006	B105	C124
K2016	B106	C125
K2017	B107	C127
K2022	B115	C131
K2023	B202	
K2024	B205	
K2034	B215	
K2035	B302	
K2036		
K2037		
K2038		
K4003		

*K4007 Computer Lab. This space is not technically a classroom but an academic class may need priority due to special licensed software installed on the computers which is needed by students for specific classes.

Prior to the beginning of a semester schools are given priority in specific classrooms as follows:
Med School – B115, B215
Dental School – C119, C124, C125, C127, C131
Nursing – K2003, K2006, K4003

Schools should make efficient use of their priority classrooms. All classes are scheduled based on efficient utilization so that we may accommodate all HSC class and event requests. Upon receiving a room assignment confirmation for an academic class users are required to notify the Registrar of assigned rooms.

After the semester begins schools are required to schedule classrooms and other space through 25Live or by emailing Greg Crawford. All fifty minute classes are expected to start on the hour and end promptly at ten minutes before the hour to allow for room changes and setup.

OTHER HSC SPACES

Health Science Services also uses 25Live to schedule the following spaces:
Baxter I Auditorium
Baxter II room 038
Baxter I Foyer
HSC Courtyard
HSC Auditorium
Library Commons Foyer and Balcony
B Bldg Balcony

C Bldg Balcony
Med Center I Conference Rm A
Kosair Charity Center For Translational Research building first floor (rooms 100, 101, 102, 123, 124, 125)

The Kosair Charity Center for Translational Research Building (CTR) is primarily for use by research departments physically located in the building. It is not a full service conference center.   HSC departments may request special permission to hold an event in the CTR if they meet certain criteria:

- They must be sponsored by an HSC department.
- The intended use should be consistent with the mission of U of L's academic medical center tied to education, research, patient care or community engagement.
- They must have a security guard present for afterhours events.
- They must cover any extra costs for setup, cleanup and audio/video.
- They are restricted to the first floor.
- Appropriate conduct for a professional educational environment must be maintained.

The Office of The Executive VP For Health Affairs reserves the right to amend these policies at any time.

Questions or comments can be sent to Greg Crawford gtcraw01@louisville.edu .