

Computer Science Space Policy

Updated September 5, 2024

1.0 Overview and Usage

The primary use of the computer science classrooms and labs is for academic instruction and co-curricular events sponsored by the Department of Computer Science. Computer Science academic courses, clubs and CS-sponsored events always take priority. If you have any questions, please contact the Computer Science Department office by calling (828) 262-2370.

Rooms can be reserved between the hours of 8:00AM and 9:00PM, Monday through Friday, with the exception of specific college or university-level events. The building is closed on weekends and during holidays.

2.0 Reservations

Requests for spaces considered to be academic space cannot be approved until academic calendars and schedules are confirmed.

Priority for use of CS classrooms and labs:

- App State CS faculty and departmental courses, labs, and meetings
- CS class recitations, study halls and/or teaching assistant office hours
- Student organizations associated with the Department of Computer Science
- Other campus organizations and student clubs

The department admin or chair can approve or reject these requests. If a request is denied, an explanation will accompany the denial.

Whenever possible, please give as much notice as possible by completing the space request in detail online in Live 25. Before making the request in Live 25, requestors are encouraged to reach out to the department admin to discuss the need at (828)-262-2370 or by email at millersl13@appstate.edu.

- Requests must come from a faculty or staff member (e.g., student club faculty advisor).
- The faculty or staff requestor must confirm their agreement to all parts of this policy.

3.0 Suspension/Revocation of Facility Reservation Privileges

Groups responsible for damage to the facility, equipment, furniture, etc. or who leave rooms in disarray will be immediately assessed a fee for repair, replacement, or cleaning. All reservations held by the group will be suspended.

Groups who have lost reservation privileges in other campus facilities may not be able to reserve space in the Department of Computer Science.

4.0 Food and Alcohol Policy

4.1 Alcohol

Alcohol is prohibited in all computer science spaces, including classrooms and computer labs.

4.2 Food

Food and Drink is absolutely prohibited in all computer labs.

Food and drink are allowed in computer science classrooms, with attendees and requester(s) responsible for all clean up, including all trash removal from the room and disposed of properly. However, no food or drink should be placed on projector podiums.

5.0 Prohibited Items and Materials

The following Items are prohibited materials: open flames, sand, straw (hay), glitter and anything prohibited by the Appalachian State University policy manual.

6.0 Facility Guidelines

Please remember that you (and not the Department of Computer Science) are responsible for the following.

- Facilities and equipment in the room, as well as adjacent public spaces, shall be treated with care and used appropriately.
- Groups responsible for damage to the facility, equipment, furniture, etc. or who leave rooms in disarray will be assessed a fee for repair, replacement, or cleaning.
- Ordering, providing, and cleaning up any food immediately following the event. This includes removing trash/recycling to hallway bins.
- Setting up the room beforehand and returning the room to the original setup immediately afterwards.
- Coordinating any necessary technology/administrative support services (including printing) with your home department.
- Ensuring working knowledge of technology and other features of the space prior to the day of the event.

The Computer Science space requested will be unlocked for all approved requests, however, if a key checkout is necessary, it must be arranged with the department chair or admin before the requested date of the event.