

Media Rooms After Hours Access Policies

Overview:

LSA Technology Services Media Rooms (2008, 2008A, 2010, 2010A) located outside of the Media Center on the 2nd floor of the Modern Languages Building will be available in Fall and Winter Semesters Evenings from **15 minutes after Center's closing-7am** (detailed schedule below) for after hour use of certain groups by prior arrangement.

How to Reserve:

- The department/faculty will work with LSA Technology Services to provide a class roster for the courses eligible for each semester.
- Access is granted only to students who take eligible courses during the current semester.

Access & Use:

- During the [Media Center's open hours](#), the room should be reserved through the Media Center.
- All rooms checked out during open hours need to be returned and vacated by 15 minutes before closing
- After hours use is first come first serve for those with access.
- Only those with MCard access are eligible to use.
 - Occupants should not allow individuals outside of their course to use the room after hours.
- Rooms should be left in the condition they were accessed
- The room capacity is 4 people
- Please clean the room from all food, drinks, and trash before leaving
- Rooms must be vacated and systems logged off by 7am, as the computers will automatically start an update cycle at 7am.
- The door should be closed at ALL TIMES (have your MCard when leaving the room)

Equipment and Technology

- Equipment in the room should not be tampered with or disconnected.
- Technology support is not available during this time. Any issues with the equipment, technology, or the room should be reported by emailing LSATechnologyServices@umich.edu. Any needed repairs will occur during normal business hours.
- The Computers will automatically start an update cycle at 7am. All work will be deleted at that time, so please finish, log out of the system and vacate the room by 7am.



Any violation of these policies will result in the revocation of access to LSA Technology Services Rooms and Equipment Loan indefinitely.

Schedule

Standard Hours

Monday-Thursday	Friday	Saturday-Sunday
10:15 pm-7:00 am	5:15 pm-7:00 am	8:15 pm-7:00 am

Spring Break - Closed 2/23/24-3/3/24

End of Semester Hours

4/15/24-4/23/24

Monday-Thursday	Friday	Saturday	Sunday
12:15 am-7:00 am	5:15 pm-7:00 am	8:15 pm-7:00 am	12:15 am-7:00 am

4/24/24-5/1/24

Monday-Thursday	Friday	Saturday-Sunday
10:15 pm-7:00 am	5:15 pm-7:00 am	8:15 pm-7:00 am