

## AGLS Classroom Reservations

Updated: March 2016

The Agricultural and Life Sciences (AGLS) classrooms may be reserved outside of normal course times for the following purposes using these guidelines. Courses scheduled through the Registrar's Office take precedence outside of normal work hours.

### Daytime Classroom Reservations (Mon. – Fri., 8:00 a.m. – 5:00 p.m.):

For all daytime classroom reservations, contact the Registrar's Office at [scheduling@tamu.edu](mailto:scheduling@tamu.edu) at least 2 days in advance of the date needed. Include the following:

- Date and time the room is needed
- Preferred building and room number (if known)
- Number of expected people using the room
- Purpose for use of room (course review, club meeting, etc.)
- Contact name, cell phone number, and email for person using the room

### Evening & Weekend Classroom Reservations (Mon. – Fri., 5:00 p.m. – 9:30 p.m. & weekends):

All requests must be made in writing via an email at least 2 days in advance of the date needed to the AGLS Room Scheduler (see list) for the AGLS room you would like to request. Include the following:

- Date the room is needed
- Must choose a time:
  - 5:00 - 7:30 PM or 7:30 - 9:30 PM (for Mon.-Fri. requests)
  - Weekend requests need a range of time you want the building and room available as we will need to arrange the unlocking/relocking of the building with the building proctor.
- Preferred room number (if known)
- Number of expected people using the room
- Purpose for use of room (course review, club meeting, etc.)
- Contact name, cell phone number, and email for person using the room

### AGLS Room Scheduler:

Room	Capacity	Controlled By	Contact Person	Phone	Email
AGLS 109	15	AGEC	Donna Chester	845-4911	<a href="mailto:dchester@tamu.edu">dchester@tamu.edu</a>
AGLS 110	24	RPTS	Debbie Barnes	845-7324	<a href="mailto:dabarnes@ag.tamu.edu">dabarnes@ag.tamu.edu</a>
AGLS 113	43	AGEC	Donna Chester	845-4911	<a href="mailto:dchester@tamu.edu">dchester@tamu.edu</a>
AGLS 114	72	ALEC	Debbie King	862-3003	<a href="mailto:dj-king@tamu.edu">dj-king@tamu.edu</a>
AGLS 115	106	AGEC	Donna Chester	845-4911	<a href="mailto:dchester@tamu.edu">dchester@tamu.edu</a>
AGLS 116	72	RPTS	Debbie Barnes	845-7324	<a href="mailto:dabarnes@ag.tamu.edu">dabarnes@ag.tamu.edu</a>
AGLS 117	24	ALEC	Debbie King	862-3003	<a href="mailto:dj-king@tamu.edu">dj-king@tamu.edu</a>

### Computer Lab/Classroom Reservations (Mon. – Fri., 8:00 a.m. – 5:30 p.m.):

Updated: 5/30/16

The AGLS building has an Open Access computer lab (OAL) in AGLS 111. It can be divided into 1, 2, or 3 classrooms depending on the need. When the lab is not scheduled for course purposes, it can be used as an open access lab for students. A schedule will be posted near each of the doors to let students know when open access times are available. It is not staffed but is monitored through video surveillance.

For assistance, contact Johna Gauze in West Campus Lab at 862 - 1159. They will send someone to assist.

### **Reservations:**

- To make reservations to use any OAL, read the information at [http://oal.tamu.edu/Lab\\_Information/Classroom\\_Reservation/index.php](http://oal.tamu.edu/Lab_Information/Classroom_Reservation/index.php)
- You will need to submit the OAL Classroom Request Form
- Note that you will need your NetID and password (same as you use for Howdy)
- You can also contact Donna Chester at [dchester@tamu.edu](mailto:dchester@tamu.edu). Please provide the following information in an email:
  1. Date and time the room is needed
  2. Preferred building and room number (if known)
  3. Number of expected people using the room
  4. Purpose for use of room (exam review, help session, etc.)
  5. Contact name, cell phone number, and email for person using the room
  6. List any software that needs to be loaded on the computer. Software installed in OAL can be found at [http://oal.tamu.edu/Software/Software\\_List.php](http://oal.tamu.edu/Software/Software_List.php)

# AGLS Classroom User Guidelines

Department of Agricultural Economics

Effective Fall 2011

## Reservations

1. Reservations for use are accepted during normal business hours (8AM - 5PM) at least 2 business days prior to date room is needed.
2. Classroom reservations must be made via email to the appropriate room scheduler; see contact list.
3. Reservations are on a first - come, first - served basis.
4. Classrooms may only be reserved up to three months in advance.
5. Reservations may be made for recurring events for one full semester.
6. Non - AgriLife users may be permitted on a case - by - case basis, with priority given to building occupants and other AgriLife entities.

## General Operations

1. Classrooms will remain locked. Users are responsible for picking up a key from the reservation contact person by 4:45 p.m. the day the room is to be used, or on the Friday prior to Saturday or Sunday use.
2. Users are responsible for locking the room after use.
3. Key must be returned to AGLS room scheduler by 8:15 a.m. the day after the room is to be used, or on the Monday following Saturday or Sunday use.
4. Do not share or pass the key to someone else. The person who checks out the key is responsible for returning the key the next morning on time. Failure to follow these rules will result in future reservation requests being denied.
5. Clean up after each use.
  - a. Food and beverages are not permitted.
  - b. Reset tables and chairs to their original position.
  - c. Turn off A/V and lights.
  - d. The user is responsible for cleaning and reporting spills to the room scheduler.
6. Meetings should end on time so that the room can be cleared or prepared for other meetings.
7. The building automatically locks at 9:30 p.m. No re - entry as the key will only unlock the classroom reserved.
8. Do not remove or add any furniture to classrooms.
9. General courtesy and safety are required.
10. No smoking is allowed in the AGLS complex.
11. Please note fire extinguishers and exits.

## Audio/Video

1. A list of available classroom equipment can be found at:  
[http://ims.tamu.edu/Equipment/Classroom\\_Equipment\\_List.php](http://ims.tamu.edu/Equipment/Classroom_Equipment_List.php)
2. To use the installed classroom equipment, you will need to:
  - a. Activate your Open Access Labs account to be able to log in with your NetID  
<https://oalinfo.tamu.edu/>
  - b. Submit a reservation form. This equipment is turned off and locked unless we are notified otherwise. [http://oal.tamu.edu/Lab\\_Information/Classroom\\_Reservation/index.php](http://oal.tamu.edu/Lab_Information/Classroom_Reservation/index.php)