



Class Room Setup Quick Facts

Classroom Setup Program Overview: In an effort to adhere to our mission of "making life better", we are pleased to announce our new Classroom Set Up service, designed to improve the lives of those reserving rooms at USF Health. **This service will be available Monday-Friday from 8:00am-5:00pm and will service specific “reconfigurable” rooms in the 25Live inventory. This includes all of the Group Learning rooms in the MDL building, as well as the following auditoriums: MDA 1209, MDL 1003, and MDN 1096.**

Setup Procedure and Priorities: The Classroom Setup Schedule will be automatically generated based on the room reservations in 25Live, and thus event owners will *not* need to request this service in addition to making a reservation. In order to provide the highest quality service, we ask that 25Live room reservations be made at least 24 hours in advance so the Classroom Setup Team can anticipate demand and schedule accordingly. Each classroom will require roughly 10 minutes of setup time, and the number of classes and events utilizing the reconfigurable classrooms ranges widely on a day-to-day basis.

As a result, classroom setup will be prioritized as follows:

1. **Academic classes will receive first priority in order to ensure that we maximize the value students gain during their scheduled class hours.**
2. **Events scheduled in 25Live at least 24 hours in advance.**
3. **Last minute setup requests will be addressed as time and resources permit.**

After-hours Setup: After-hours setup will be the responsibility of the event host. Anyone operating the above mentioned reconfigurable walls must successfully complete an online training module prior to checking out the key or crank which operate the walls. In order to check out the key or crank, please visit the Front Desk of the WELL during business hours. The online tutorial may be completed at the Front Desk at time of pick up or online at <https://tinyurl.com/walltutorial>. If completing the tutorial at time of pick up, please arrive at the Front Desk 10-15 minutes before your scheduled event time. Out of respect to fellow colleagues who may also need to complete after-hours setup, we require that the key and crank be returned immediately upon setup completion. Loss of the key or crank may result in a fine for the cost of replacement, and may preclude you from future use.

Standardized Start & Stop Times: To successfully institute this service, anyone reserving these reconfigurable rooms must adhere to standardized start and stop times for their events. This includes all professional program courses, as well as staff and student meetings/events. **The standardized start and stop times require all events to start on the hour or half hour, and end on the: 20 or: 50 minute mark.** This will allow for a ten minute transition time for our new Classroom Set Up staff to raise or lower walls, and set up tables and chairs to the standard layout for each reconfigurable room.

Keep in Touch! Shared Student Services will be sending email notifications with more details about this exciting new service for USF Health. You will also see new signage and clocks in these reconfigurable rooms to help us all become more time-aware.

As this is a new initiative, we ask for your patience as we learn how to best tailor this service to suit the needs of our population. Shared Student Services is always here to serve, so please do not hesitate to reach out with any questions you may have. We can be reached at usfhealthsss@health.usf.edu