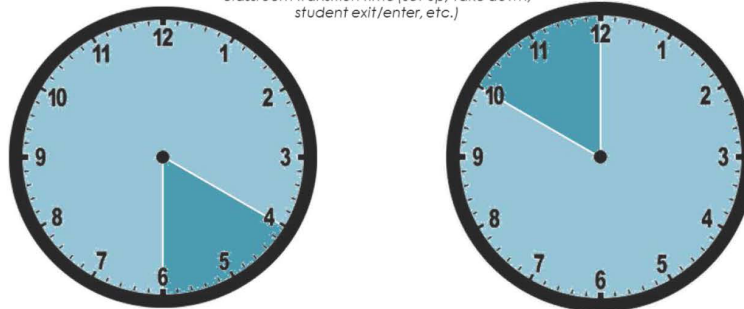# EAT WELL. LIVE WELL .BE WELL.

Dear Colleagues,

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 make better the lives of those reserving rooms at USF Health. This program will service the "reconfigurable" rooms in the 25Live inventory – those rooms with retractable walls and moveable chairs and tables. 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.

To successfully institute this service, anyone reserving these reconfigurable rooms will need to adhere to standardized start and stop times for their events. This includes all professional program courses, as well as staff and student meetings. The standardized start and stop times will 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. Additionally, all professional program courses will be required to adhere to these new start and stop times, no matter which room is reserved.

Professional Program Course & Reconfigurable Room Use Schedule

*Each professional program course begins on the hour or half hour mark, and ends on the :20 or :50 mark, regardless of room being used. Every event reserved in a **reconfigurable** room will also adhere to these start and stop times, allowing for classroom transition time (set up, take down, student exit/enter, etc.)*

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 in these reconfigurable rooms, and larger than life clocks to help us all become more time-aware! Shared Student Services is always here to serve, so please do not hesitate to reach out with any questions you may have.

Sincerely,

Shared Student Services

USF HEALTH

WELL
Wellness | Engagement | Leadership | Learning