LEVEL 1 CLASSROOM POLICIES AND PROCEDURES

1. Use of academic classrooms on Level 1 (Ll) of the Darla Moore School of Business is controlled by the Registrar's Office. These classrooms are locked at all times when not in use for classes.

2. The building opens at 7 a.m. on weekends. The classrooms are opened at 8 a.m. for valid reservation holders.

3. **NO FOOD OR DRINK IS PERMITTED IN Ll ACADEMIC CLASSROOMS OR IN THE HALLWAYS AND COMMON AREAS OF Ll.** If trash is found or damage is discovered, the responsible unit will be charged for custodial services, to include carpet cleaning if required. This is a University Policy. Please reference STAF 3.25 in the University Policy Manual for details.

4. Users are not permitted to move tables or chairs in the classroom. At no time may furniture be placed in the hallway or in a room other than the room on the reservation.

5. Classroom technology must remain intact. If the instructor podium appears to be tampered with (i.e., cables unhooked, devices unplugged), the unit will be charged a technology fee. For assistance with classroom technology, contact University Technology Services at (803)-777-1800.

6. Users are not permitted to hang signs on walls, whiteboards or anywhere on Moore School property. This includes the outside of the building. Classroom windows must remain unobstructed. If privacy is needed, a room outside of the business school should be arranged. No tape or adhesive of any kind is to be used on walls, whiteboards or anywhere on Moore School property.

7. Fire and safety evacuation routes are posted on all classroom doors. Users *must* evacuate if an emergency device is activated unless otherwise directed by emergency services personnel.

8. Only Expo brand whiteboard markers are to be used in the classrooms. Markers may be borrowed from the Academic Support Center in Carolina Coliseum, room 120. Whiteboards should be erased with whiteboard erasers after use. Paper towels are **not** to be used to erase whiteboards. If custodial expertise is required to clean the boards, a fee will be charged.

9. To tum off equipment when leaving the room, press "Complete Shutdown" on the podium Crestron panel upper right comer (then "Yes" to confirm shutdown). Please also tum off all lights.