

UMD Bagley Classroom (BagC) and Bagley Patio (BagP) Use Policy:

Purpose of Facility

The primary purpose of the Bagley Classroom and the patio area is to provide academic and non-academic laboratory, field study, and recreational support space for UMD students, staff and faculty using Bagley Nature Area. The sustainable features and operations of the building and its natural setting may also be a focal point for educational opportunities.

Activities “appropriate for this facility” are educational or recreational activities that require or are enhanced by the natural location and/or the features of the classroom.

Scheduling

Scheduling should reflect the actual use of the building. The Bagley Classroom should **support** classes and programs, but not be considered the primary classroom space (ie. BagC will not be put on the class schedule that a student receives, but on a class syllabus for a specific date and time).

Priority of Scheduled Use (in order of priority):

1. UMD academic classes and labs for field studies requested prior to the following scheduling dates:
 - a. Fall semester: June 1
 - b. Spring Semester: Oct. 15
 - c. Summer: April 15
2. UMD campus, non-academic* classes and labs (e.g., Recreational Sports Outdoor Program, Facilities Management, Kirby Student Center, Housing, University for Seniors, etc.) for field studies with requests submitted prior to the following scheduling dates:
 - a. Fall semester: June 1
 - b. Spring Semester: Oct. 15
 - c. Summer: April 15
3. Other UMD Departments and Programs conducting activities.
4. UMD registered student organization activities appropriate for this facility.
5. Other community uses compatible with the educational, research, informational and cultural missions of the University. These non-University uses will be charged a rental fee as determined by UMN Use/Lease policy.
6. The Bagley Classroom is not available for private parties.

Responsibilities:

- Academic Administration: *Room Scheduling Office* is responsible for scheduling the Bagley Classroom and the Bagley Patio according to the priority of use stated above.
- *Room Scheduling Office* will refer non-University groups to Facilities Management (FM) *Events Office*.
- The FM *Events Office* will:
 - administer Use/Lease and Co-sponsorship agreements when required;

- determine appropriate use fees where required;
- conduct “How to Use the Building” workshops for potential users as needed;
- provide firewood for use in the Bagley Patio fireplace (F.M. will work with *Room Scheduling Office* to devise a plan for being notified when firewood is needed).
- *Bagley Nature Area Management Committee (BNAMC)* will advise facility use policy). Associate Vice Chancellor of Academic Administration determines final use policy.
- Users are responsible for care and cleanliness of space and following through with details of the “User Guide” (User guide yet to be developed).
- Electronic access – Users that have gone through training, will get access through their electronic key fob for their scheduled time. Certain regular users will have broad access.
- Facilities Management will recommend access options for one-time users.
- Final approval for card access requests will be by Chris Stevens, Facilities Management.

Approved May 2010