



Administrative Policy	
<b>Policy Title:</b>	Breakout Rooms
<b>Policy Number:</b>	1101
<b>Date Adopted:</b>	11/20/2011
<b>Version:</b>	5.0
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	11/05/2020
<b>Office Responsible:</b>	Academic Deans Office and Scheduling
<b>Department Reviewing Committee:</b>	NA
<b>Related Policies:</b>	NA
<b>Related Laws:</b>	NA

**Policy Summary:**

Jackson College (JC) breakout rooms are strategically located throughout the Central Campus and other College locations to offer quiet places for students to collaborate and study. The purpose of this policy is to provide campus-wide guidance and structure for the use of all breakout rooms.

**Scope:** This policy applies to all students, customers, and JC employees. Students shall receive first priority for use of the breakout rooms. Academic activities will be given preference over non-academic activities.

**Policy Statement:**

Breakout rooms are allocated according to a reservation system. The rooms are available for use during the individual building's hours of operation. Students and other customers are welcome to occupy unused rooms whenever they are free; however, students or College guests with reservations will have priority for use of the room.

**Student Room Reservations:** Students, student groups and College guests may make one reservation per 24-hour period by contacting the designated building personnel, as defined by building/room-specific posted procedures. Reservations for non-recurring two-hour blocks for individuals and four-hour blocks for groups may be made up to two calendar weeks in advance. Extensions of up to two hours may be granted if a student, student group or College guest wishes to remain in the room, and the room is available.

Persons making a reservation are required to *provide a phone number and a driver's license, state-issued ID, or Campus View swipe card* in exchange for a room key or swipe card. The ID will be returned when the room key/swipe card is returned at the end of the reservation period.

**Staff Reservations:** As stated, the breakout rooms are intended for student use; on



rare occasions, however, JC faculty/staff may make a reservation for the same calendar day (in- person or by phone) during non-peak hours.

Supplemental Instructor (Tutoring) Reservations: With the exception of the library, breakout rooms may be reserved on a long-term basis (e.g., an academic year) for Writing and Math tutors (Supplemental Instructors, or SI's). Due to limited student space, SI's are not permitted to reserve library breakout rooms. For all other buildings, arrangements should be made in advance by consulting the designated building personnel. Specific times will be dedicated solely to SI use and clearly posted on the reserved rooms. Ordinary walk-in and reservation policies apply outside of the reserved hours.

#### Room Use Rules and Expectations:

1. Persons using the breakout rooms will depart at the end of their reservation period and leave the room in a clean and orderly state.
2. Persons using the breakout rooms will maintain a reasonably quiet noise level at all times. If noise complaints are made by those in adjoining rooms, the offending parties may be asked to leave.
3. Those making a reservation are expected to be on time. Reservations are forfeited if the key or swipe card has not been claimed within 15 minutes of the reservation start time. Persistent late arrivals may result in reservation rights being revoked by the Academics Dean.
4. A violation of the rules and expectations may result in a student's, student groups, JC employee's or College guest's reservation rights being revoked for the remainder of the semester or the loss of a key or swipe card privilege for the remainder of the semester.
5. If a breakout room key is lost or not returned, the JC account of the person making the reservation will be charged \$75.00 for a replacement lock and key.
6. Eating and drinking are acceptable in breakout rooms; however, the room must be left in a clean and orderly state. Any spills or other accidents must be reported to the designated building personnel immediately.
7. Breakout rooms will not be reserved for use as a storage locker for personal items.
8. Depending on the building, room procedures may vary.



**Change Log**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
11.20.2011	1.0	Initial Release	D. Burns
4.23.2013	2.0	Additional of clarification to room use and reservation expectations	S. Davis and J. Frew
6.28.2016	3.0	Add broad statement about procedure may vary between buildings, Remove Community from name of college and update to JC.	J. Frew
6-7-18	4.0	Emphasized the primary purpose of rooms is for quiet studying	J. Adams
11/5/20	5.0	Review	VP Academics and Student Services