

Honors Learning Center Guidelines

Mission: The Honors Learning Center is dedicated to supporting SCHC students and the broader University community in exploring and creating academic programs and enhance the educational experience for the University of South Carolina and beyond.

Who is Eligible to Make Reservations?

- Registered Student Organizations,
- University Departments and Units, and
- Faculty/Staff Organizations

Groups without University affiliation and groups whose purpose are not in line with the mission of the center (see above) will not be allowed to use the Center.

What Spaces Can Be Reserved?

For activities such as speakers, concerts or meetings that benefit the Honors College Community or enhance the educational experience for the University of South Carolina the following spaces are able to be reserved:

- Classrooms: B110 (Seats 42 Lecture Style)
 B111 (Seats 16 Discussion Style)
 B112 (Seats 16 Discussion Style)
- Conference Room: B119 (Seats 12)

The community kitchen, game room, lobby, and outdoor areas are not able to be reserved through the HLC Facilities Request Form: Contact the Residence Life Coordinator.

- No requests for use of classroom space during normal business hours (M-F, 9am-5pm) will be granted. The classrooms are home to Honors College courses during these times.
- No *recurring* meeting requests will be granted in the B119 Conference Room during normal business hours (M-F, 9am-5pm).

Set-Up and Re-set

Users are responsible for their own set-up and re-set. Any furniture that has been moved must be put back in order, in accordance with the diagram posted on the classroom wall.

What Equipment is Available?

The technology located in the learning center spaces is similar to other smart classroom set-ups on campus with a computer, a ceiling-mounted projector, and a screen. If you wish to use technology that is available in the classrooms, but are unfamiliar with the system, please contact:

Christian Price, Director of Information Technology in the Honors College, by emailing: priceca@schc.sc.edu You must contact Mr. Price **AT LEAST TWO BUSINESS DAYS** before your event, or we will be unable to accommodate your request for training.

Honors Learning Center Guidelines

Reservations Request Timeline:

- Reservation Requests should be made AT LEAST 3 BUSINESS DAYS in advance of your event.
- Reservations for Spring Semester will be taken beginning October 1.
- Reservations for Fall Semester will be taken beginning May 1.

No Shows/Cancellations:

Cancellations must be received by 3pm, three business days prior to the event and can be sent via email to reservations@schc.sc.edu.

Any organization or department that fails to meet the cancellation deadline will be assessed **a cancellation fee of each room and the following penalties:**

1st Instance: Warning.

2nd Instance: Loss of reservations privileges for a month.

3rd Instance: Loss of privileges for a semester.

Additional Policies:

Please note that all users agree to abide by facility usage, campus solicitation, off-campus speaker, and posting policies as outline in the Carolina Community: Student Handbook and Policy Guide. <http://www.sa.sc.edu/cc2002/>

Trash Removal:

Users will be responsible for cleanup and trash removal. **NO TRASH IS TO BE LEFT IN THE ROOMS OR BUILDING.** Please take all trash to the dumpsters, and all recycling to appropriate bins. Inquiries about dumpster locations may be made at the front desk.

Decorations, Displays, or Exhibits:

Flame, glitter, and water may NOT be used in the Honors Learning Center. Additionally, the use of nails, tape, glue, thumbtacks or other adhesive on the walls, ceiling, doors, door frames, draperies, light fixtures, columns, etc. for attaching materials is strictly prohibited. This scars the facility and will result in additional user maintenance fees.

Room Fees:

A **Room Use Fee** will be charged to University departments, academic units, and University-Affiliated Groups who use the HLC for revenue-generating programs, i.e. sales, seminars, conferences, or workshops where a registration fee or attendance charge is paid by participants). **No Room Use Fee** will be assessed to University departments or registered student groups **if no revenue is generated.**

A **User Food Fee** will be assessed if food items are not removed from the room and when additional labor is needed as result of the user activity.

Contact Information: Reservations@schc.sc.edu or (803) 777-8102