

► **Reservation Policy : Hellems 145 (Mac Lab)**

1. **Hellems 145 overview:** Hellems 145 is a “smart” classroom equipped with the latest technology including six iMac computers, 12 MacBooks (available for checkout from an ALTEC attendant), as well as a digital projector and sound system. Language faculty, instructors, and graduate student TAs and GPTIs may reserve the room for class sessions that require usage of the computers or media equipment. Reservations are made on a first-come, first-serve basis. Instructors of foreign language film classes are also eligible to reserve the room. Instructors of classes not related to foreign language study may reserve the room not more than four weeks prior to the beginning of the semester on a space-available basis. ALTEC reserves the right to prioritize language class use of the classroom over non-language class use. The classroom opens at 8:30 a.m. and closes according to the Multimedia Library schedule, which varies by semester and day of the week.
2. **Room reservations for consecutive classes:** The Mac lab may be reserved for consecutive class periods, however each class is limited to 20 hours of reservation per semester. Language instructors may thus plan technology-centered projects that span multiple class periods. Please contact altec.colorado.edu for more specific information concerning our reservation policy.
3. **Familiarization with equipment:** Prior to a classroom session, instructors will undergo a brief orientation given by an ALTEC staff member. This orientation serves to familiarize the reserving instructor with room capabilities, to demonstrate proper operation procedures for the multi-media equipment, and to identify problems/ compatibility issues before class begins. This orientation may take place at the time the reservation is made or ten minutes before the reserved class time, whichever is agreed upon. Instructors and students must leave the room according to the schedule to allow the following class to begin on time; therefore, instructors should ensure that students have adequate time to complete and print assignments before the end of class.
4. **Supervision:** Instructors must be present in the Mac classroom for the entire session. Reserving the classroom for students to watch a film without the instructor in attendance is not permitted. ALTEC staff will not be responsible for the supervision of students during a class session.
5. **Effective Date:** This policy is effective August 10, 2012.