



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 4021 CLASSROOM USE

Spaces designated as classrooms are primarily for instructional purposes and are scheduled by the division to which the space is assigned through Academic Affairs.

- 1.0 Faculty and staff shall keep classroom areas and equipment in a presentable and functional condition for use by others. Each faculty person is responsible for ensuring that the classroom area is ready for the next class and for enforcing college policies in classroom areas.
- 2.0 Areas requiring repair, maintenance, or custodial care shall be reported immediately by faculty or staff to division staff.
- 3.0 Scheduling of meetings and other non-instructional activities are to be coordinated through the academic division to which the space is assigned.

Effective: 09-30-1997

Revised: 03-31-2016