Lindner Hall Hours of Operation:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>7:00am – 10:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00am – 5:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00am – 5:00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00pm – 10:00pm</td>
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</tbody>
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POLICIES:

**Usage of Space in Lindner Hall**

- **Priority is given to scheduled classes being offered in Lindner Hall classrooms.**
  - All non-class reservations are subject to cancellation if a class needs to be scheduled during the reserved time.
  - If a reservation needs to be cancelled or relocated, Lee Smith will notify the event contact of the change and to discuss other arrangements for their function.

- **No food or drinks** are permitted in the auditorium (Lindner 112) and computer labs (Lindner 209 & 211).
  - Drinks are permitted in other rooms, but they must have a secure lid.
  - If an event allows for food, trash must be disposed of and desktops must be wiped clean at the conclusion of the event.

- **No signage should be taped to walls or other painted surfaces.**

- **All rooms must be clean and returned to their original configuration upon completion of an event.**
  - The event contact will be responsible for the condition of the room at the end of their event, which includes trash removal, cleaning of desktops, arrangement of furniture to its original setup, condition of IT equipment, etc.
    - The LCB web calendar displays the required room configuration for each classroom.
• Trash from any event must be placed in the college dumpsters. Use appropriate precautions in the evening or after hours when accessing these exterior spaces.
• All room equipment and lights should be shut down.

• Damaged, unclean or re-arranged rooms may result in a repair, cleaning or moving fee. The minimum rate for any of these services will be $100. Additional charges may apply for more extensive maintenance, repair or replacement. In addition, future reservations from the individual/group may be prohibited.
  • If a room is not in order at the beginning of a scheduled event, please contact the LCB Help Desk (located in Lindner 211) at 513-556-7159 or cobhelpdesk@uc.edu to report the issue before the scheduled event begins. Otherwise, the event contact will be responsible for the fee, if applicable.

• All requests should be submitted a minimum of 24 hours in advance of requested reservation time.

• If specific technology is needed for an event, the event contact should submit their technology requests with the room reservation. Additional costs may be applicable depending on the technology requirements.

• If a reserved room is locked during normal hours of operation, please contact the LCB Help Desk (located in Lindner 211) at 513-556-7159. A member of the Help Desk staff will unlock the room.

• All classrooms and labs are locked by the LCB Help Desk staff at the end of the day (see Lindner Hall’s hours of operation on page 1). If prior arrangements for after-hours access were not arranged, then you will be asked to vacate the room and relocate your event to a common area of Lindner Hall.

Notification of Room Requests

• When a request is approved, an automated e-mail will be sent to the room requestor confirming their reservation.

• When a request is declined, an automated e-mail will be sent to the room requestor informing them that the space is not available along with reasoning for the denial. Alternate meeting options can be discussed by contacting Lee Smith at 513-615-2150 or lee.smith@uc.edu
• Room reservations made in advance of the 1st day of the semester cannot be approved until the class schedule is inputted onto the LCB web calendar.
  o As a rule of thumb, room requests will be reviewed and responded to by:
    ▪ End of June for fall semester
    ▪ Mid October for spring semester
    ▪ End of February for summer semester

**After-Hours Access to Lindner Hall**

• If you require access to Lindner Hall during non-hours of operation, contact Lee Smith at 513-615-2150 or lee.smith@uc.edu.
  o When emailing, please include the subject line of “After-Hours Access”.

• Requests for after-hours access should be submitted a minimum of 48 hours in advance in order for the necessary arrangements to be made.

• All requests for after-hours access must be initiated by an LCB employee, which must be present at the event during the entire reservation period.
  o The LCB employee will be responsible for the condition of the room, including IT equipment, cleanliness, arrangement of furniture, etc., and will be responsible for unlocking and locking the reserved room before and after the event. Also, the LCB employee will be responsible for unlocking the outside door of Lindner Hall, if necessary.
    ▪ Loaner keys may be available to LCB employees by contacting Debi Riestenberg at 513-556-9132 or debra.riestenberg@uc.edu in the Business Affairs Office.
    ▪ Requests for loaner keys must be submitted a minimum of 24 hour in advance (during the business week).
  o As an alternative, a student worker can provide assistance with room access after-hours if the LCB employee is unable to attend the event in its entirety. However, the LCB employee is still responsible for the condition of the room.
    ▪ Requests for assistance from a student worker and information concerning hourly rates should be directed to Jim Pross at 859-630-5047 or james.pross@uc.edu. Student workers are subject to availability and require a minimum notice of 48 hours in advance.

• In general, after-hours access to lab space (Lindner 209 and 211) is not possible due to special key requirements and active alarm systems.
PROCEDURES:

Reservations for Tutoring Space

- LCB instructors may reserve space in rooms 010L, 010M, 010N and 010P in the SAP Lab at the beginning of each semester for tutoring sessions.

- Reservations will be approved on a first-come, first-served basis. If a preferred time block is no longer available, the session time will need to be altered or the instructor will be responsible for finding space outside the SAP Lab for the tutoring session. Non-designated tutoring rooms are for general use by students and may not be reserved for tutoring.

- Tutoring sessions must be scheduled within Lindner Hall’s hours of operation.

- Due to limited building space, reservations should only be made for time blocks that will be fully utilized by tutors. If a tutoring session is cancelled or shortened for a particular day, reservations need to be modified on the LCB web calendar to reflect the change so students can use the space for independent study or group work.

- Students are permitted to use a tutoring room when it is not reserved. However, they must vacate a room if a tutoring session is scheduled on the LCB web calendar. Signs are posted outside each of the tutoring rooms informing students of this policy.

- When submitting a reservation, please include the class number in the “Event Title” and include a summary of the services being offered and the name of the tutor, if possible, in the “Description”. Following this format will make the information easier to view by students on the LCB web calendar.

- Once a reservation is approved, details of the tutoring session(s) should be communicated to students during class and on Blackboard. General information regarding tutoring services will be advertised on the flat screen TVs throughout Lindner Hall.

Reservations for LCB Student Organizations, Groups and Individuals

- **LCB student organizations** can request the following space in Lindner Hall:
  - Lindner 608
    - This space is dedicated to LCB student organizations on Mondays and Wednesdays from 4:00pm – 10:00pm.
    - To reserve Lindner 608, contact the Student Action Team (Tribunal President, Bhavik Modi) at modibhavik1@gmail.com.
- The Student Action Team will manage initial requests to build a student organization calendar for Lindner 608. If the space is not fully utilized, the room hold will be released for use by others.
  - The deadlines to submit requests for Lindner 608 are:
    - Fall semester – deadline of 9/1
    - Spring semester – deadline of 12/1
  - Other rooms in Lindner Hall
    - To request other space in Lindner Hall (or Lindner 608 after the deadline), the organization’s faculty advisor can initiate the room reservation request using the LCB web calendar.
    - The faculty advisor for the organization will be listed as the event contact for the reservation.

- **LCB groups and individuals** can request to reserve space using the LCB web calendar for Lindner Hall by:
  - Contacting their class instructor or by visiting the Help Desk located in Lindner 211A.
  - Either the class instructor or one of the individuals occupying the room should be listed as the event contact on the room reservation.

- The event contact listed on the room reservation for LCB student organizations, groups and individuals will be responsible for the condition of the room and equipment at the conclusion of the event.

**Reservations for Non-LCB student Organizations, Groups and Individuals**

- **Non-LCB student organizations, groups and individuals** can request space in Lindner Hall by contacting Lee Smith at 513-615-2150 or lee.smith@uc.edu to check availability.

- **Priority will be given to LCB sponsored events.**

- An event contact, phone number and email address must be included on the room reservation for non-LCB events to ensure the group/individual can be reached in case of a cancellation and/or follow-up on the condition of the room at the conclusion of the event. That contact person will be responsible for any charges incurred by the group.

- **Non-LCB events are required to follow the policies and procedures outlined in this document and are not permitted to reserve space after-hours.**
LCB CONTACTS:

- All questions pertaining to policies and procedures for Lindner Hall room reservations should be addressed when the reservation is made/prior to the event.

- Questions pertaining to general use of rooms and availability:
  - Lee Smith at 513-615-2150 or lee.smith@uc.edu
  - Robin Brinkman at 513-240-2186 or robin.brinkman@uc.edu

- Questions pertaining to use of computer labs, SAP Lab and IT equipment:
  - Jim Pross at 859-630-5047 or james.pross@uc.edu
  - Shannon Funk at 513-886-4460 or shannon.funk@uc.edu
  - LCB Help Desk at 513-556-7159 or cobhelpdesk@uc.edu

- Requests for loaner keys (LCB employees only):
  - Debi Riestenberg at 513-556-9132 or debra.riestenberg@uc.edu
  - Robin Brinkman at 513-240-2186 or robin.brinkman@uc.edu

- Requests for LCB student organizations wanting to use Lindner 608:
  - Bhavik Modi (Tribunal President) at modibhavik1@gmail.com

- Requests for space outside of Lindner Hall:
  - Conference and Event Services at 513-556-2442 or http://www.uc.edu/eventservices/events/reserve.html