

USF SCHOOL OF LAW ROOM DESCRIPTION AND POLICY

LAW SCHOOL ROOMS			
CLASSROOMS	CAPACITY	ROOM TYPE	WHO APPROVES
100	115	Lecture / Classroom	Registrar's Office
101	83	Lecture / Classroom	Registrar's Office
102	75	Lecture / Classroom	Registrar's Office
103	61	Lecture / Classroom	Registrar's Office
104	42	Lecture / Classroom	Registrar's Office
Moot Court (No food allowed)	60	Classroom / Courtroom	Registrar's Office
SEMINAR CLASSROOMS			
105	8	Seminar Classroom	Registrar's Office
240	24	Seminar Classroom	Registrar's Office
301	22	Seminar Classroom	Registrar's Office
Zief 010	24	Seminar Classroom	Registrar's Office
COMPUTER LABS			
Zief 105 North	12	Computer Lab	Registrar's Office
Zief 105 South	12	Computer Lab	Registrar's Office
LAW FACULTY MEETING ROOMS			
212	12	Law Faculty Meeting	Dean's Office
Terrace Room	35	Law Faculty Meeting	Dean's Office
PUBLIC SPACES **Not available when classrooms are in use. Law school use only.			
Atrium (1 st Floor entryway)*	TBD	Public Space	Registrar's Office
Patio (between Zief Law Library and Kendrick Hall)*	TBD	Public Space	Registrar's Office
Rotunda 1 st Floor*	TBD	Public Space	Registrar's Office
Rotunda 2 nd Floor*	TBD	Public Space	Registrar's Office
Rotunda 3 rd Floor*	TBD	Public Space	Registrar's Office
Student Lounge*	TBD	Public Space	Registrar's Office
Student Boulevard (1 st floor Hall)*	TBD	Public Space	Registrar's Office

All classrooms are ADA compliant and are equipped with a/v technology which includes (DVD, VDR), computer, projector screen, and a telephone. In the Lecture rooms contain a wireless microphone and a fixed microphone in the podium.

Cancelations: Reservations must be reported to the appropriate office to allow use to release the room for use.

Deans Office: Terrace Room and 212
Email: lawdeansrooms@usfca.edu

Law Registrars Office: All other rooms and spaces.
Email: lawrooms@usfca.edu

ROOM REQUEST RESTRICTIONS: **Students** are subject to the following room restrictions:

Room 100 -Cannot be reserved during the "free hour" more than a week in advanced.
Moot Court Room -There is no food allowed. Groups that host events with food in the Moot Court room will be banned from of the room for the remainder of the academic year.

PRIORITY:

Once a reservation request has been submitted, use of classrooms and seminar rooms will be scheduled according to the following priority:

1. Regularly scheduled semester-long or 7 week law school courses,
2. Tutorial sessions scheduled by the Academic Achievement Program or the Academic Support Program,
3. Final examinations for law school courses,
4. Make up classes scheduled by law school faculty,
5. Review sessions for final examinations scheduled by law school faculty,
6. Single session or multiple session events in support of the academic program scheduled by law school administrative offices (i.e. Admissions, Career Planning, Dean's Office, Development, etc).
7. Student / Student Group requests.