



UNIVERSITY OF NOTRE DAME
COLLEGE OF SCIENCE
Jordan Hall Building Policy

I. Scope

The Jordan Hall of Science at the University of Notre Dame (UND) is primarily for use by its students, faculty, and staff for activities and programs that are directly related to the basic education, cultural, and on-campus organizational activities.

The University of Notre Dame and the College of Science are committed to providing a safe environment conducive to educational and cultural events. To meet this requirement, all Jordan Hall patrons are expected to conduct themselves in a responsible manner. Disciplinary action for violating Jordan Hall policy shall be governed by the applicable provisions of the UND student handbook, duLac (<http://orlh.nd.edu/dulac/dulac.htm>), the UND Human Resources Policy Manual, as well as local, state and federal laws.

II. Policy

A. Security

All lecture halls, classrooms, offices, labs and lab prep rooms, and storage rooms are to be secured during off-use hours or when not in use.

Once the common area lights turn off (early morning hours), Notre Dame Security will tour the building to ensure that all students are out of the building. There may be students entering at off-use hours while conducting lab experiments. A list of students that are allowed entrance for these activities will be sent to the Security Office.

The Facility Manager for the College of Science conducts periodic rounds throughout the facility. They must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.

The College of Science Dean's Office and/or Facility Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise.

All persons using the Jordan Hall of Science are to act responsibly. Individuals that display disruptive, dangerous or inappropriate behavior will be asked to leave.

B. Smoking/Live Flame

Jordan Hall is a smoke-free environment.

Candles and other open-flame devices shall not be used in places of public assemblage. Section 25.115 of the Unified Fire Code: No exceptions are made for this at any time.
<http://129.74.62.200/ndfd/tips.htm>

Jordan Hall Building Policy

C. Animals

Working dogs, in addition to other animals designated to assist people with disabilities and animals for education/research that are in enclosed containers are permitted in Jordan Hall. All other animals are not allowed without approval from the Facility Manager.

D. Building Access

The exterior and interior doors of the north and south vestibules of the building are electrically locked at specified hours (See operational hours below). During the remaining hours of the day, and when the interior doors are not electrically open, those with card reader access to the building will be allowed to enter using their identification card (ID) and PIN.

Personnel that have offices within Jordan Hall and other select College of Science faculty and staff members have card reader access to all the doors including the dock door.

Jordan Hall is normally closed on home football weekends, unless tours of the building are planned in advanced.

Parking is available in the visitor's lot off Notre Dame Avenue or in the Joyce Center South lot. Please refer to the campus map: <http://www.nd.edu/map/>. Jordan Hall is referred to as **Building 1193** and is located on the north side of the Joyce Center. Driving directions can be found at: <http://controller.nd.edu/forms/parkmap.pdf>.

E. Operational Hours

Academic Year

Summer Hours

August through May

May through August

Monday	7:00am-12:00am *	Monday	7:00am-7:00pm
Tuesday	7:00am-12:00am *	Tuesday	7:00am-7:00pm
Wednesday	7:00am-12:00am *	Wednesday	7:00am-7:00pm
Thursday	7:00am-12:00am *	Thursday	7:00am-7:00pm
Friday	7:00am-12:00am *	Friday	7:00am-7:00pm
Saturday	By reservation	Saturday	By reservation
Sunday	12:00pm-8:00pm **	Sunday	By reservation

*Break week(s): Fall, Christmas, Easter and spring the building closes at 6 pm

** Break week(s): Fall, Christmas, Easter and spring the building is closed

Jordan Hall Building Policy

F. Space Reservation

To schedule Rooms 101, 105, 310, and 322 contact the Registrar's Office at 631-5133, or online at: <http://roomreq@nd.edu> for Monday through Friday scheduling. To schedule weekend events refer to the event request section.

To schedule other instructional space, contact the designated department of study (Biology, Chemistry, or Physics).

The authority for scheduling non-academic space resides with the Dean, Business Manager, or the Facility Manager for the College of Science.

Space users are responsible for knowing the specific policies that apply to the facility being used and must comply with those policies.

Special services such as technical support, equipment rental, maintenance, security, and/or other charges incurred are the responsibility of the requester and must be coordinated with the Facility Manager.

Users are financially responsible for any damages which occur during their use and/or for charges connected with additional cleaning of the space. Groups having outstanding bills with any University department may not reserve additional space until those charges have been paid.

The Facility Manager located in Room 110 of Jordan Hall processes all space use requests for the College of Science and is available as a consultant to groups that are planning events.

1. Event Request

Events sponsored by the College of Science must have approval from the Dean's office. There will not be a rental fee charge for use of the selected space.

Events classified as "programs", "seminars", or "conferences" require a meeting with the Facility Manager to review planning and arrangements. Space reservations will not be confirmed until the plans have been reviewed and all necessary arrangements are completed. There could be a rental fee charged for the event depending on the event sponsor. See section F2 for building rental rates.

Events classified as "social" will require providing extra security (minimum of 3 ND security officers) during the event and making arrangements with housekeeping for cleaning after the event. No alcoholic beverages are allowed in Jordan Hall for social events. The event must be contained to the area reserved. Requesters not willing to conform to these requirements will not get their event request approved. The requester is required to meet with the Facility Manager to review planning and arrangements before it can be scheduled. There will be a rental fee charge for use of the selected space.

2. Building Rental Rates

College of Science Sponsored Events

- *No Charge*

Jordan Hall Building Policy

University of Notre Dame Sponsored Academic Events

- *The main Galleria:* \$100.00/day
- *The Large Lecture Halls:* \$75.00/day
- *The Digital Visualization Theater (DVT):* \$100.00/ ½ day
- *Conference/classrooms:* \$50.00/day

All remaining events

- *The main Galleria:* \$400.00/day
- *The Large Lecture Halls:* \$300.00/day
- *The Digital Visualization Theater (DVT):* \$200.00/ ½ day
- *Conference/classrooms:* \$200.00/day

Charges incurred for additional services such as technical support, equipment rental, maintenance, security and/or other expenses related to use of the building are the responsibility of the requester.

Student Clubs: Notre Dame Student Clubs categorized by Office of Student Activities as “Academic” or “Social service” are exempt from building rental charges. All other clubs will be charged at the University of Notre Dame Sponsored Academic Event rates.

(Rates effective 3/2007)

3. Student Groups

Clubs and organizations must be recognized by Student Activities, and must submit a room reservation request online at: <http://apps.nd.edu/sao online>.

4. General Information

If special requests or accommodations are needed, the request must be made in advance and coordinated with the Facility Manager or Business Manager.

G. Food Policy

Food items are requested to be provided through University Food Services. All catering arrangements, including water can be made by contacting Food Services: <http://food.nd.edu/>. Refreshments are limited to being served in the Café area, Reading/Study area, the main Galleria, the common seating area on all floors at the south end and the hallways. **No food or drinks are allowed in the labs, lab prep rooms, instrument rooms, museum, and DVT.**

Any request for serving refreshments at an event must be coordinated in advance of the event with the Facility Manager.

Tables and chairs can be ordered, delivered and picked up by submitting a Facilities Requisition or by contacting General Services at 631-8327.

The Facility Manager reserves the right to cancel any services to rooms where these guidelines are violated.

Jordan Hall Building Policy

H. Classroom Support

1. Technology

OIT has laptops available for checkout. This Laptop Checkout Program has been designed to help meet the needs of those faculty members who teach using laptop computer. Policies and procedures for this program can be found at: <http://www.nd.edu/~ndoit/classrooms/laptops.html>.

For those who are not familiar with how to connect a laptop to the projection system, network, and sound we highly recommend reserving some time to learn about them. The classroom support staff is available to assist you with these new systems. Instructions on how to connect the laptops on your own can be found at: <http://www.nd.edu/~doc/General2/G0032.pdf>.

If you designate a student to pick up a laptop for you, please send a written note with your signature to verify the request.

2. Supplemental Equipment and/or Service Requests

The two large lecture halls (Rooms 101 and 105), the DVT (Room 100), Classrooms 310 and 322, labs (Room 215, 216 and 412), and Data Analysis Rooms (Rooms 302, 325, 326, 402, and 405) have built-in audio/visual systems for overhead projection. These also allow connection to laptop computers for presentations.

Several of the teaching laboratories have overhead projection systems that allow connection to laptop computers, DVD, and VHS equipment for presentations.

Microphones, DVD players, cassette players, and slide projectors need to be ordered through classroom and event services: 631-6423, 631-5515, or 631-8782.

Charges are made for equipment rental, the use of Media-On-Call, and any additional labor required when Jordan Hall is used for non-course events. Classroom Support charge policies can be found at: <http://www.nd.edu/~ndoit/services/>.

3. Room Comfort

a. Temperature Control

Each room is equipped with an independent thermostat control. If a problem with room temperature arises, contact the Facility Manager.

b. Lighting

The Lecture Halls (Room 101 and 105) and the DVT (Room 100) have preset lighting controls. If another preset is required, it must be coordinated in advance with the Facility Manager.

Jordan Hall Building Policy

I. Deliveries

All freight, food, and other deliveries must be made through the loading dock.

J. Posting Policies and Locations

Information to be posted must be approved by the Facility Manager.

Posters, signs, and notices in keeping with the University policy may be placed on available bulletin boards only. Only one posting is permitted per bulletin board location. All signs posted elsewhere will be removed.

Educational posters can be hung from the picture rail in the hallways with approved rail clips.

All posters announcing campus events are to be limited to 14" x 22" (one half of a standard poster board). Exceptions will be made for commercially printed material.

Posted items should clearly identify affiliation with the University.

Sponsors are encouraged to assume responsibility for removing dated material.

K. Newspaper and Magazine Distribution

Newspaper and magazine racks for University publications may be placed in two locations within Jordan Hall, in the north vestibule and by the Café at the south end of the building.

Placement of racks in any other location will result in their removal.

To place a distribution rack in these approved locations, each enterprise must submit a written request to the Facility Manager outlining the publication, distribution schedule and an official contact person.

The removal of expired editions is the responsibility of the respective organization.

The College of Science is not responsible for damage to or theft of the racks.

L. Skating & Bicycling

Roller blades, skateboards, bicycles, and similar devices are not to be operated in Jordan Hall.

M. Personal Sound Devices

No portable radios, cassette decks, compact disc players, instruments or other sound devices can be operated without personal earphones in Jordan Hall except with prior approval.

Jordan Hall Building Policy

N. Hallways and Stairwells

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items (an unauthorized item is defined as anything that is not a permanent Jordan Hall authorized item, such as a trash receptacle.). Easels, display boards or other items are not to be placed in hallways and stairwells without approval from the Facility Manager.

O. Lobby, Reading/Study Room and Other Common Areas

The lobby, reading/study room, and other common areas are intended for use by the UND community and recognized guests. Individuals who exhibit unacceptable behavior will be asked to leave and may be prohibited from future facility use.

P. Trash Receptacles

Only Jordan Hall trash receptacles should be located in common areas. Other receptacles are to be located in their respective offices, classrooms and labs. Should an organization or group generate excessive trash, they are responsible for its disposal in the outside dumpster.

Q. Damage and Loss

All individuals using Jordan Hall are expected to take reasonable steps to ensure proper care of the building and equipment. Accidental damage, repair and replacement costs are the responsibility of the sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of Jordan Hall and/or equipment are prohibited.

Property of Jordan Hall (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without the approval of the Facility Manager.

R. Fire Codes

Reserved events must not exceed occupancy capacity of the designated area as determined by the local Fire Marshall. Events that exceed specified capacity will be moved to a different venue.