

SSRS: Policy and Procedure

Rocky Vista University – Colorado Campus

Policy and Procedure

Study Space

Reservation System

[The Study Space Reservation System \(SSRS\)](#) has been created for the purpose of scheduling all the Study Spaces in the RVU-CO building. University employees and students are granted access to this system and given the ability to schedule study spaces for classes, meetings, studying, and other university-related purposes.

Room Reservation Policies

- Reservations must be made a day in advance up until 8:00 p.m. and can be made for the following rooms during all school hours (with the exception of tracks, elective courses, course-related reservations, and faculty lead group sessions, who take priority over student use).
 - Library spaces and rooms include individual study rooms, classrooms, tables and limited lounge chairs * **See Map for available locations during Phase Blue and Phase Green**
 - Third Floor Study rooms SR350, SR351, SR352, SR353, SR354, SR355, SR356, SR357, and SR358
 - Students can add, remove, or edit their own reservations.
 - **Students must note the additional student in their reservation***
 - Students may reserve study rooms up to one week in advance.
 - **Students may reserve (2) four-hour study sessions per day (outside of mandated cleaning sessions) 7 days a week* (Rooms will be available just 6 days a week during Phase Blue; subject to change with the evolving situation)**
 - If a room is reserved but becomes unoccupied for more than 30 minutes, the reservation is void and the room is open for use as if it wasn't reserved until the next reservation time. Students can notify an administrator of empty rooms showing as reserved in the system. **(This rule may not be enforced during Phase Blue and Green)**
 - A person must be **physically** in the room for it to be considered "occupied"
 - In the event that student property is left for prolonged periods of time (>30 minutes) in an unoccupied study room, and another student wishes to use the unoccupied study room, the left property is considered lost and found and may be given to security at the student's discretion. **(This rule may not be enforced during Phase Blue and Green)**
 - Room scheduling for tracks, elective courses, course-related reservations and faculty lead group sessions will take priority over student reservations.
 - Students not abiding by room rules etiquette listed below may forfeit their right to access/reserve study rooms.
 - The first offense will result in a warning.
 - The second offense may result in loss of privileges for up to two weeks.
 - The third offense may result in loss of room privileges for the remainder of the semester.
- Enforcement of these rules will be determined by school administration.

**Changes based on COVID-19 Response Team*

STUDY ROOM ETIQUETTE:

1. White Board Etiquette – **During Phase Blue and Green, students will need to provide their own white board erasers and markers**
 - Write only on whiteboards. No writing on windows, tables, etc.
 - Erase boards thoroughly when finished using a room.
 - Take food related trash or other trash that may create odor to a hall garbage can when leaving the room.
 - If a student needs to leave the room unattended for more than 30 minutes, students should take personal belongings with them and leave the room left empty. **(This rule may not be enforced during Phase Blue and Green)**
 - Keep noise to a minimum and be respectful of those studying in nearby rooms.
 - Whenever possible, combine study room usage with other students to allow more opportunities to access the rooms.

CLEANING FOR COVID

During those times designated for cleaning – all students will be asked to vacate study rooms and library spaces in order to give cleaning crews adequate time to clean and sanitize. All personal items must be removed at this time and areas cleared.

The Break-Out Room Reservation System, is a tool designed for students and staff to reserve rooms for personal study sessions or group break out study sessions. Occasionally, faculty and staff members will also use this system to book the break-out rooms for specific events, or to book the larger rooms for important meetings. The system can be accessed by opening a web browser to the link listed below: inet.rvu.edu/ssrs

The following instructions are provided to reserve a room.

1. First, point your favorite web browser to the URL of our SSRS system, which is rvu.edu/inet.rvu.edu/ssrs.
You will be presented with the home page of our SSRS system, showing you the reservations for the current day for the rooms in the currently-selected area.
2. At the top right of the page, click the button labeled “Log in.”
This will bring you to the login page, asking for a user and a password.
3. Our SSRS system authenticates using your credentials for your RVU e-mail. For the user, enter your RVU e-mail address. For your password, enter the password for your e-mail account. Then click the button labeled “Log in.” If you entered your e-mail address and password correctly, then you should be brought back to the view that you had in step 1, with the exception that it will show in the top right that you are logged in.
4. The row at the top of the table shows you the rooms (with max capacity in parentheses) * in the area that is currently selected at the top-left. The column at the left shows you the time

blocks that can be chosen. To make a room reservation, click the box that corresponds to the desired room and desired time block. You will be presented with a new screen with options for your reservation.

5. Put your name in the name field. In the full description field, describe what the room is being reserved for. You can also check the other options on this screen to make sure that they are correct. Once all of the information has been verified, click the Save button. As long as there are no conflicting reservations, your reservation has been made, and you should receive an e-mail confirmation that your reservation has been made.

***Room capacities are smaller due to Covid for Phase Blue and Phase Green**