

# School of Chemical Sciences

## Facility Use and Reservation Policy

### Use and Access to School of Chemical Sciences buildings

Use and access to School of Chemical Sciences (SCS) buildings, which include Noyes Laboratory, Roger Adams Laboratory, Chemical and Life Sciences Laboratory, Chemistry Annex and Davenport Hall, must comply with all applicable facility-specific rules and university policies. SCS buildings may only be used for activities consistent with its design, purpose, and operational function.

### General Access

#### Building Hours

During Academic semester, SCS buildings are open from 8am to 6pm, M-F. During breaks and other times, the buildings may be locked at all times.

#### Publicly Accessible Areas

During open hours, designated areas such as lobbies, hallways, and public service counters may be accessible to the general public. These areas are subject to posted guidelines and university policies.

#### Limited Use and Nonpublic/Restricted Areas

Access to private offices, staff workspaces, classrooms, conference rooms, and other restricted areas is limited to authorized personnel or permitted users. These areas require keys and prior approval for entry. Use of these areas is subject to facility-specific guidelines and university standards governing access, conduct, and appropriate use. Individuals without authorized access or a permitted purpose may be asked to leave in accordance with university policy.

#### Private/Specialty Spaces

SCS Buildings may include designated private or specialty areas. Access to these areas may be subject to reservation systems, posted guidelines, or supervised use. Examples of private or specialized areas include:

- Lockers and showers
- Lactation rooms
- Research spaces
- Classrooms
- Offices
- Breakrooms
- Reflection or meditation rooms
- Quiet zones or study areas
- Emergency shelters or wellness spaces
- Storage spaces

#### Accessibility

The School of Chemical Sciences is committed to inclusive access for all users. Please see the links below for additional information:

- ADA Building maps: <http://go.fs.illinois.edu/Facility-Access-Maps>
- Accessibility at the University of Illinois: <https://illinois.edu/about/accessibility/>

#### Lost and Found

Lost items should be reported to or retrieved from designated lost and found per building. Items are held for 1 semester before being transferred to campus security or disposed of per university policy.

## Temporary Restrictions

Access to any part of School of Chemical Sciences buildings, including areas generally open to the public, may be temporarily limited, or restricted for reasons of public health, safety, security, or emergency response or maintenance, or to support operational needs such as special events.

## Signage and Notices

The School of Chemical Sciences may post university-approved signage to communicate access restrictions, usage guidelines, temporary closures, or emergency instructions. All signage must comply with university branding and policy standards.

## Audio and Video Recording

Audio and video recording is permitted in designated public areas of the School of Chemical Sciences that are accessible to the general public, provided that the following conditions are met:

- The recording does not interfere with the intended use or operations of the facility or building, or the rights of others AND
- The activity complies with applicable law, including privacy protections, and university policy, such as:
  - Expressive Activity on Campus - <https://cam.illinois.edu/policies/fo-82/>
  - General Use of and Access to University Property - <https://cam.illinois.edu/policies/fo-15/>

Recording is prohibited in the following locations and/or under the following conditions:

- In private offices, meeting rooms, and other nonpublic areas without prior authorization.
- In any location where individuals have a reasonable expectation of privacy, including restrooms, locker rooms, changing areas, and wellness spaces.
- If it violates facility rules, disrupts operations, or infringes on the rights of others.

## Guests

The appropriate facility staff will determine appropriate protocol for admissions for events sponsored by university departments or outside groups.

## Staffing

The appropriate facility staff will require event management staff for all reservations involving equipment setup and use. Additional facility staff may be required for any events scheduled outside of general operating hours. Specialty staffing must be arranged prior to the event. This will need to be approved through the appropriate facility staff.

## Food/Beverages

Only upon approved event requests, groups may bring in outside food/drinks in designated locations. All outside food or drinks must be discussed with SCS facility staff prior to the event. In addition, groups must contact the Office of Safety and Compliance (website link below) by filling out the online form (link below). Arrangements should be made prior to the event for special requests such as refrigeration, ice, etc. The facility does not offer concessions.

- Office of Safety and Compliance - <https://fs.illinois.edu/services/safety-and-compliance>
- Food Service Notification Form - <https://illinois.edu/fb/sec/854725>

## Catering Information

Only upon approved event requests with events needing formal catering, University Catering (link below) is the preferred caterer and can be contacted at (217) 333-0126 or [universitycatering@illinois.edu](mailto:universitycatering@illinois.edu). "America To Go" vendors (link below) are also permitted. Other caterers and food vendors are required to comply with university policy including having proper certifications, licenses, and insurance.

- University Catering - <http://www.housing.illinois.edu/catering/services>
- America To Go - <https://www.uiucpurchasing.illinois.edu/get-started/america-to-go/>

## Decorations

Decorations may not compromise public safety or create risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free-standing, including signs. Duct tape may not be used on any floor or wall surface. It is recommended you use quick release tape for securing decorations. No signage or decorations including glitter or confetti are permitted. Please note that the facility does not offer any supplies. No use of lifts, trucks, tractors, ladders or any other assist apparatus is permitted. The group is responsible for removing all decorations upon conclusion of the event.

## Clean-up

Groups are responsible for ensuring that trash is disposed of properly upon the conclusion of the event or additional fees will be added for clean-up of any event.

## Damages

Groups are responsible for any damage which occurs as a result of improper behavior or misuse of equipment or facilities during the event. Group may be billed for costs associated with any special cleaning or maintenance required from damages.

## Signage

Groups may not post promotional signage regarding their events on facility property prior to or on the day of the event without prior approval.

## Special Requests

Groups should coordinate all requests for equipment or set-up not typical of the space reserved (tables/chairs, PA systems, tents, etc.) with the facility staff at least two weeks prior to the event. Fees may apply. Requests made within 72 hours of the event may incur additional costs or change in event and possible delays.

## Other General Information

### Accessibility

All event organizers should include requests for accommodation in their promotional and registration materials. Below is a sample statement that could be included in these materials:

“If you will need disability-related accommodation to participate in this program/event, please contact (name, host department) at (phone number, email). Early requests are strongly encouraged to allow sufficient time to meet access needs.”

### Parking

It is essential for groups to be aware of campus parking regulations including rental spaces, meter enforcement and other restrictions. Visit **Campus Parking** (link below) for more information. It is possible that special arrangements may be made with Campus Parking for offsite or permit parking with advanced notice. Fees may apply. The facility is not responsible for parking citations.

- Parking Department - <https://parking.illinois.edu/>

## Review of Risk

### Event security

Consider the need for **University Police** at your event by reviewing their website (link below).

- Campus Police / Division of Public Safety - <https://police.illinois.edu/>

## **Code Compliance and Fire Safety**

If your event will be using a temporary structure such as a tent or will involve fire such as a grill, additional permits may be required. Visit the University's **Campus Code Compliance and Fire Safety** (link below) pages for relevant permit applications and to review existing building and fire code compliance requirements.

- Campus Code compliance and Fire Safety - <https://fs.illinois.edu/Providers/campus-code-compliance-fire-safety/>

## **Risk Management / Insurance**

The facility's Designated Official in conjunction with the Office of Risk Management will determine, in the university's sole discretion, if a certificate of insurance is required for any outside organization. If insurance is required, the outside organization must provide a certificate of insurance naming the Board of Trustees as an additional insured. For more information contact the **Office of Risk Management** (link below).

- Office of Risk Management - [https://www.treasury.uillinois.edu/risk\\_management/](https://www.treasury.uillinois.edu/risk_management/)

## **Additional Policy Information:**

- Expressive Activities on Campus Policy - <https://cam.illinois.edu/policies/fo-82/>
- General Use and Access of University Property Policy - <https://cam.illinois.edu/policies/fo-15/>
- Protection of Minors Policy - <https://cam.illinois.edu/policies/hr-64-2/>
- Alcohol Management Policy - <https://cam.illinois.edu/policies/fo-06/>
- Reservation of University Property Policy - <https://cam.illinois.edu/policies/fo-81/>
- Student Code - <https://studentcode.illinois.edu/article2/>