

Policies for Using Space on Campus

Due to the coronavirus pandemic, Salve Regina has implemented several policies regarding the use of space on campus for the fall 2020 semester.

- All requests to use space on campus must be submitted through 25Live, the University's scheduling system.
- Classrooms and lecture halls are not available to reserve between 8 a.m. to 5 p.m. Monday through Friday. This includes Ochre Court and the Young Building. These spaces may be reserved after 5 p.m. based on availability.
- If Ochre Court or the Young Building are used for a special event on a Friday evening, Saturday or Sunday, enough time must be allowed for the buildings to be cleaned and re-set in time for the start of academic classes on Monday morning.
- Reduced capacities in classrooms, lecture halls and event space must be adhered to. Current capacities for all spaces on campus can be found in 25Live.
- Furniture in classrooms cannot be moved.
- Information tables are not permitted in the Miley Hall or O'Hare Academic Building lobbies.
- The special collections room in McKillop Library is not available for use. It is being used as a work space for library staff.
- No requests to use space on campus during the spring 2021 semester will be scheduled until spring academic courses have been scheduled and entered into 25Live.