

## COMMUNITY COLLEGE OF DENVER

Title: Use of Classroom Space

Guideline #: INST – 5

Approved: October 22, 2012  
July 13, 2015  
August 9, 2017

REFERENCES: None

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

To establish clear guidelines for after- and off- hours use of Community College of Denver (College or CCD) classrooms.

### 2. APPLICABILITY

These guidelines apply to the Cherry Creek Building, Boulder Creek Building, Clear Creek Building and the Confluence Building.

### 3. GUIDELINES

The College President understands that study space on the Auraria Campus is limited and wants to provide students the use of classroom space whenever possible. It is understood that academic courses will always have priority use of classroom space.

- a. Classrooms that are designed as lab space, i.e. computer, science, math, etc., or contain a significant amount of computer or technical equipment will remain locked at all times unless a faculty member or teaching assistant is present. Students who need to study within those spaces must arrange times with their instructors.
- b. Classrooms that contain College assets that have been appropriately secured will remain open and available for student use whenever possible. Times when those spaces will not be available will be posted on the door no less than 8 hours before the scheduled use.
- c. At the end of each class period, instructors are responsible for ensuring classrooms are properly secured as noted above.
- d. When classroom space is used by staff members for meeting space, the staff member who reserved the classroom is responsible for properly securing the classroom as noted above.