**Use of the SLCL Film Classroom October 18, 2024**

**Use of the film room LCLB #G58 (Room capacity 25 including instructor) SELECTION CRITERIA**

**The Film Classroom has been designed and configured with a primary initiative to**

**teach film courses by SLCL faculty. The following criteria must be met for reservations to be considered:**

1. There must be a need for the technology in the room.
2. **No food is allowed in this classroom.**
3. Priority will be given to SLCL faculty teaching courses with 100% film content.
4. SLCL Classes with at least 50% film component will be considered if there is no course that meets criteria #1 at the desired day/time slot.
5. Faculty from the College of LAS will be considered under special circumstances if the class is a 100% film class and if does not coincide with our SLCL film classes. A syllabus will be required to determine the film component of the course,
6. Requests from non- SLCL faculty for special use of the classroom to show films on an as-needed basis will be considered if they are not scheduled during already

scheduled film classes.

**REQUEST PROCESS:**

* Requests for full-semester use should be submitted by the OM via email to both

Nate Payne and the SLCL Director, Mariselle Meléndez a semester prior to the offering of the course. The following information is required: Course rubric, CRN, course title, day/time, course description and instructor name. **Deadlines** would be a month or so

before students can view the semester’s schedule: March 1 for Fall and Oct 1 for Spring.

* The schedule for these rooms is done on a 1st come basis.
* Request should come from the EO and/or OM of an academic unit of the School of Literatures, Cultures and Linguistics (SLCL).
* If there is an overlap between two courses, the Director will contact the EOs to ask for changes in the schedule so both professors can use the classroom.
* Reservations may be altered and/or canceled at any time in order to meet the primary initiative throughout the semester.
* Alterations/Cancellations of approved reservations will be communicated via email to Nate Payne and the SLCL Director as soon as possible with a minimum of 24hrs

whenever possible.

* Once the course request is approved; a confirmation sheet will be sent specifying when to pick up and return keys.
* For special requests to use the classroom to show films on an as-needed basis and when no regular course is scheduled, please request at least one week in advance by emailing the Nate Payne and the SLCL Director, Mariselle Meléndez.