

SOUTHERN MARYLAND HIGHER EDUCATION CENTER



Class/Event Room Use Policies

SMHEC General Information

SMHEC is located at 44219 Airport Road, California, Maryland 20619. Our telephone number is (301) 737-2500 and our fax number is (301) 737-2542. You can visit our website at www.smhec.org.

SMHEC's administrative office is located in Building II. Our hours are as follows:

Monday – Thursdays: 7:00AM to ½ hour after end of last class

Fridays: 7:00AM to 5:00PM

Saturdays: Only open if a class is scheduled

Sundays: Not open

Classroom Equipment

Desktop computers and ceiling mounted video projectors with projection screens are located in each class/event room. All equipment (computer, projector, sound) is checked prior to the start of each class/event and the remote for the projector left beside the computer. If you experience any problems with the equipment, please contact the front desk.

We also have the following additional equipment available for use:

Desktop podiums

Document camera (must be checked out/in each time)

Overhead Transparency Projectors

Slide Advancer (must be checked out/in each time)

TVs and VCR equipment* (most classroom computers now have CD/DVD capability)

USB Drives (must be checked out/in each time)

Specialized Video Cables for Connecting Laptops in Building 1 (must be checked out/in each time)

We have a limited number of each and they are provided on a first come, first served basis. You are encouraged to reserve the equipment in advance by either calling in your request or stopping by the front desk. You may also reserve the item for the entire semester if needed.

Computers and Computer Labs

SMHEC has computers for instruction in every room as well as two computer labs. The passwords to these computers are provided on a sheet next to each instructor computer but can also be obtained from the front desk.

SMHEC does not provide software for classes or training other than Microsoft Office products. If your class/program requires specific software, you will need to contact the Business Manager or Event Coordinator. There is an additional charge for loading/unloading the software and the software will need to be provided at least one week prior to the class/event start.

Wireless internet is available at no cost. The Internet Café has four computers and is available for use during SMHEC's normal operating hours.

No food or drinks are permitted in the computer labs.

Arrangement of Furnishings, Wall Usage

Please be aware that more than one group may utilize a room - there could be a training class during the day and a university class at night. For liability reasons, only SMHEC staff may rearrange the furniture. If you require a different configuration for your class/event, please contact the front desk.

Please do not use tacks or tape on the walls. If you need to display papers, please see the front desk for "no stick" strips.

Inclement Weather

Unscheduled closure or delay may occur in the event of heavy snow, severe icing or other natural disaster crises or massive power failure. When emergency conditions arise, a determination will be made as quickly as is practical and announcements placed on our answering machine and website. Announcements will also be conveyed on the local radio and major television stations and, if you subscribe to www.cancellations.com, via email or text.

If the instructor independently believes that the weather conditions pose too much of a threat to conduct class, the instructor must contact his/her students and SMHEC.

Cancelling Classes or Training Programs (Other than Weather Related)

It is the instructor's responsibility to inform his or her students when a class has been cancelled as well as letting SMHEC know. By informing us of your cancellation, we can post a sign on the classroom door informing students of the cancellation.

Copying

SMHEC has copiers for use in the administrative area in each building. University instructors are provided a copier code by their university for their use during the semester. For all others there is a \$.05 one-sided or \$.10 two-sided per copy charge.

Please allow adequate time before class for any reproduction requirements and please do not plan to use the copier for more than 10 minutes at a time during the normal 9:00 to 5:00 business hours.

We do not provide any copier paper other than standard white but you are welcome to bring your own colored paper if you wish. Color copying is not available.

Copyrights – Fair Use: According to copyright law, faculty members may copy up to nine items for one course in a term (one per student), but there are restrictions on the length and type of work copied. Under no circumstances may textbooks, workbooks, or collective work be copied.

Smoking

There is no smoking of any substance allowed within our facilities. Per Maryland law, designated smoking areas (with ashcans) are located 25 feet from all entrances, windows and ventilation areas.

Lounges

There are lounges located in each building. Each lounge includes a separate kitchenette equipped with vending machines and microwaves.

First Aid

A first aid kit is available in the administrative office in Building II.

Mail boxes - Universities

Each semester we provide mailboxes for all faculty teaching at SMHEC during the semester. The mailboxes are located in the mail room in Building II. It is the responsibility of faculty to pick up any materials left for them - we do not mail materials to instructors.

Reserves Room - Universities

SMHEC can hold materials on reserve for students use in Building I, Reading-Conference Room 102. Please notify SMHEC staff if you require a dedicated space for reserve materials. The Reading Room is kept locked but a Staff member will open the room for students or faculty to use.