

# YETC Computer Lab Reservation Policy

The Adele & Dale Young Education Technology Center (the YETC) is funded through two sources, the College of Education and Human Services and student open-access lab fees. The YETC manages four computer labs with a total of 76 stations:

Room 170	Main Lab	23 Stations	21 PC Windows 7 Pro, 1 Mac
Room 170B	Multimedia Lab	6 Stations	6 PC 7 Pro (video editing)
Room 170C/D	C/D Lab	24 Stations	24 Macintosh
Room 170E/F	E/F Lab	24 Stations	PC Windows 7 Pro

The College of Education and Human Services Dean and Administrative Council have implemented the following policy regarding the reservation of YETC labs for classroom and testing use:

1. YETC labs may be reserved for limited use when technology-based or related lessons are taught. The YETC must remain at least 75% open-access for students at all times. Only one of the YETC labs may be scheduled during any peak business time (8 AM – 6 PM Mon-Fri).
2. During peak business hours, the YETC labs may only be reserved by instructors teaching College of Education and Human Services courses.
3. After peak hours (after 6 PM and on Saturday), other USU instructors may schedule a lab provided they are teaching on-campus courses for their department.
4. At the discretion of the YETC Director, other entities (extension courses, workshops, after business hours sessions, etc.) may schedule a lab during non-peak hours. A charge of \$50 per session (1-4 hours) for up to 8 sessions, or \$400 per semester for more than 8 sessions may be required. Also a \$25/hr setup and take-down fee will be charged to cover the costs of installing, testing, and uninstalling special software needed for any session.
5. Labs must be scheduled at least two days in advance (to give us time to post the reservation so that open-access students may plan around it). Lab cancellations must also be made at least a day in advance. It's discourteous to students trying to use the open-access lab, and also very embarrassing for us to ask students to leave the lab for a reserved class and then not have that class show up. "No shows" will have all their future lab reservations cancelled and will not be allowed to reserve a YETC lab again until cleared through the Director. If a class hasn't arrived within 15 minutes after its reserved time, it's considered a "no show" and the lab will revert to open-access status. Groups that are charged for lab reservations will be charged for "no shows."

Questions or concerns may be directed to Nathan Smith ([Nathan.smith@usu.edu](mailto:Nathan.smith@usu.edu)) at 797-1484.