POLICY ON COLLABORATIVE SHARED SPACE

I. INTRODUCTION

The Science & Engineering Building (SEB) has been designed with mREAKOUT AREA: Open space adjoint include informal tables and chairs.

BREAKOUT ROOM: Room that is ty lockable door, white board, and confere setting for collaboration.

CONFERENCE ROOM: Room that r lockable door, white board, audio visual formal setting for collaboration.

KITCHENETTES: A small kitchen w refrigerator, vending, and adjacent area w

III.

POLICY

- A. Breakout Rooms, Breakout Areas, and Kitchenettes are un-assignable space and communal to all SEB occupants. No group, entity, or department shall take possession or install such items which preclude use by others.
- B. Only those furnishings originally specified may occupy the Breakout Rooms, Breakout Areas, Conference Rooms, and Kitchenettes.
- C. Students will not be allowed to use the Breakout Rooms or Kitchenettes for group or individual study sessions. Breakout **Areas** are the only exception for this activity.
- D. Breakout Areas, Breakout Rooms, and Kitchenette use will be on a first come first serve basis.
- E. Breakout Rooms can effectively serve as small conference rooms, although they do not include fixed audio-visual hardware like the SEB Conference Rooms. Small groups may use these spaces for their regular lab meetings as well as set up

temporary projection for presentations. Again, use of this space will be on a first come first serve basis.

- A. Only SEB occupants with the title of Academic Faculty and Administrative Faculty can be issued a key to Break Out Rooms. These rooms must be locked by the user upon exiting the room.
- B. All Conference Rooms are assignable spaces that must be scheduled through the SEB Administration Office.
- C. No conference room will be used to conduct a scheduled class. Space for classes should be scheduled through the Registrar's Office.
- D. SEB-2251 Large Conference Room is not assignable for regular weekly lab meetings, but may be scheduled for lab meetings week by week.
- E. Three conference rooms contain built-in Audio Visuals: VHS, DVD, and DLP-Projector or Flat Screen. These rooms include:
- 1. SEB-2251: Executive Conference Room 18 captain style chairs, 8 guest chairs, and adjoining kitchenette.
- 2. SEB-3265: Large Conference Room 18 chairs.
- 3. SEB 4212 & 2212 : Medium Conference Room 12 Chairs.
- A. Three conference rooms without Audio Visual include:
- 1. SEB-2151 : Small Conference Room : 10 Chairs, White board, and 55" Touch-screen computer
- 2. SEB-3151: Small Conference Room: 10 Chairs and White board
- 3. SEB-4151: Small Conference Room: 10 Chairs and White board ncncSEB6638 0f Tc 0 o :Ch.8E2a 18:2a3Tw 1.-1s: om002 Tw 02 Tc 0.0 (h.8E)1/, 435 0 Td 0.osh Tc 0[2cu62d 43: