

POLICY ON COLLABORATIVE SHARED SPACE

I. INTRODUCTION

The Science & Engineering Building (SEB) has been designed with many spaces within its floor plan to encourage formal and informal collaborative discussions. The majority of these spaces are designated Breakout Areas and Breakout Rooms, which are located near the office clusters. Other collaborative areas within the building include Kitchenettes, Dining Areas, and Conference Rooms.

II. DEFINITIONS

BREAKOUT AREA: Open space adjoining to the public circulation corridors which include informal tables and chairs.

BREAKOUT ROOM: Room that is typically next to a Breakout Area and has a lockable door, white board, and conference seating which provides a more formal setting for collaboration.

CONFERENCE ROOM: Room that requires a scheduled reservation and has a lockable door, white board, audio visual (3 without), and conference seating for a formal setting for collaboration.

KITCHENETTES: A small kitchen which includes cabinets, microwave oven, refrigerator, vending, and adjacent area with chairs and tables for dining.

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
- B. The SEB Kitchenettes are provided to the building occupants, their guests, and colleagues for breaks, meal preparation, and dining. Users are required to clean up after themselves and mark any food placed in the refrigerator with name and date. Food found in the refrigerator without a name and date will be discarded. If occupants choose to leave items within the cabinets, they should be properly marked so they are not inappropriately used by others or discarded.

Last Amended: 07/02/18
Authority: SEB Committee