<p style="text-align:center">Room use policies and procedures for the Ripich Commons</p>

General Considerations

- The Commons is a location for students to meet, collaborate, relax, and study. At times, there will be events that raise the sound levels throughout the building (e.g. a noontime musical performance). These events will be announced in advance so students can plan accordingly if they desire a quiet space.
- Although other meetings and events in the Commons will be considered, the Commons is principally for UNE students, and priority is given to events that are student-focused. In addition, we aim to minimize disruption of the ongoing, unstructured student use of the facility.
- At times during the year when the student population is down (vacation periods, summer), acceptable use of the Commons spaces will be broadened.

First Floor

- Certain areas in the first floor are available for reservations, including the:
  - open atrium near the entrances
  - large "Living Room"
  - game room
- Food and beverage catering is allowed on the first floor with the exception of the game room.
- The pub area is exclusively managed by Sodexo. Reservation requests for the pub will be directed to Sodexo.
- Large furniture on the first floor must remain in place. No additional furniture may be brought in with the exception of a podium/stage and tables for catering and tabling.

Second Floor Meeting/Study Rooms

- The priority for the use of all meeting/study rooms is for the service of student needs. The rooms can be reserved for small meetings that meet the mission of the university (e.g. meeting with an employer, faculty-led study session).
- Food and beverage catering is not allowed on the second floor, including food giveaways.
- During the regular workday (8 a.m. to 5 p.m.), the professional staff on the second floor will have priority for reserving the meeting rooms. The reservations must be made with a minimum 1-day notice.
  - The Outlook Calendar for each meeting room will be managed by the Solutions Desk Coordinator and by certain professional staff who will manage reservations during the day, as follows :
    - The Great Room (204) on the second floor may occasionally be used for high-level, University-wide functions. But given that any special programming in Room 204 will necessarily be highly disruptive to normal student use, such events must be approved by senior administration.
    - 205, 206C, and 208: SASC staff (Carrie, Jen, and Mary)
    - 221: Career Services and Internships (Roberta and Cynthia)
    - 227: Solutions Desk Coordinator (Andrea)
    - 228: First Year Experience Coordinator (TBA)
- Any time in which a meeting room is not reserved will be first come, first served for student use.
  - Signs will be created for all meeting rooms to explain that all rooms are sometimes reserved, and that the day's schedule is on the touch pad.
  - Students may not leave their supplies (lap top, books, clothing) in the room unattended beyond a short reasonable time. Commons student managers may remove unattended items if the owner has been away.

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- The Great Room 204 is available for reservations for UNE-centered programming/presentations (e.g. Global Education programs, Financial Services programming). This area will be on Ad Astra and these requests will be directed to the Solutions Desk Coordinator.
  - Events scheduled for this area will be clearly announced on the video screens and in the room.
  - Event set-up is limited to the use of the existing furniture. No additional furniture may be brought in with the exception of a stage, podium and additional chairs.
- The Reflection Room 209 is not available for reservations.
- The COM Lounge 234 is not available for reservations.
- The small meeting rooms, 236 and 237, do not have a calendar and touch pad and will not be available for reservations.

Third Floor

- The third floor is managed by Sodexo.
- The meeting room is available for reservations through Ad Astra.

Outdoor Spaces

- The use of the outdoor spaces will be consistent with the general use guidelines for the building. Reservations for the outside spaces will be made through the Solutions Desk Coordinator.