

 <p><b>Category:</b> Space Usage</p> <p><b>Applicable for:</b> Faculty/Staff</p>	<p><i>Procedure/Guideline Title:</i></p> <p><b>Faculty/Staff Lounge Use</b></p> <p><b>Effective Date:</b> January 12, 2012</p> <p><b>Prior Effective Date:</b></p> <p><b>Enabling Act:</b> Faculty Senate Endorsed Staff Council Endorsed</p>	<p><i>Number:</i></p> <p><b>034.FS.103</b></p> <p><b>Owner:</b> Dean, UC Clermont</p> <p><b>Responsible Office(s):</b> Dean's Office</p>
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## Background

The Faculty/Staff Lounge is located in EPJones Room 5. Its purpose is to provide a space for relaxation and social interaction among the Faculty/Staff, as well as provide a space to enjoy refreshments provided by individuals who use the lounge.

## Guidelines

The Lounge is intended for use by UC Clermont Faculty and Staff only. Visitors, Students and Student Workers should not have access to this area. Access to the Lounge is gained by key card. If you are a Faculty or Staff member who does not presently have a key card, contact, Public Safety (Snyder 170) to obtain one.

Lounge hours are 7:00 a.m. to 11:00 p.m. These are considered the general building hours.

The Lounge is considered for general use by UC Clermont Faculty/Staff and cannot be reserved by any means for a specific meeting type situation. This is not a conference room. Room capacity is 24.

- Comfortable furniture has been configured for the space. If moved, please return to its original setting.
- The table and chair area is intended for food and beverage consumption. You are responsible for discarding your own trash and leaving the area in good condition. Trash cans are provided. Tables should be wiped clean.
- Coffee, tea, and other beverages are available. To keep pots from breaking do not leave empty or near-empty coffee pots on the warming plates. Turn the warming plate off.
- A refrigerator and micro-wave are available for use. Be considerate of others when using these items. The refrigerator/freezer is not meant for a storage area. All items left in the refrigerator **will be disposed of each Friday evening** by the Housekeeping Staff. This includes containers.

Separate restrooms are available for your convenience.

A Bulletin Board is available for notices. Be sure to take your items down once event has taken place.

Music has been provided for your enjoyment and relaxation. There is a channel chart near the receiver to review the programs available.

General housekeeping and cleaning supplies will be provided by the Housekeeping Staff. However you are responsible for:

- Washing your own dishes. Do not leave dishes in the sink
- Cleaning up of any spills in the micro-wave and/or refrigerator
- Taking your dishes and utensils with you

## **Contacts**