

By registering for this event, I confirm that I have read and will abide by the rules set by SPS for use of their space.

Access:

- SPH students will have access on weekdays from 5-10pm; weekend access is 8:30am to 10pm
- SPH students are welcome to use the common space and select conference rooms.
- All entrance doors to the 4th and 5th floors must remain closed and not be propped open.
- Rooms can be reserved by faculty & staff. Depart room if it has been reserved by others.
- Room reservations will appear on the electronic display panel outside the room.

Use of space:

- Do not use a non-erasable marker on the white boards.
- Do not leave work on white board with an assumption it will be left as-is.
- Do not write on the glass walls/doors.
- Equipment and lights should be turned off after use.
- Do not consume food in the refrigerators or kitchens.
- Do not leave dirty dishes or paper products in the sink.
- Do not leave food out. Trash cans, including those in the kitchens, are not emptied between Friday afternoon and Sunday afternoon.
- Clean up after use, including trash and food.