

Community Guidelines for The Shared Work Space in CH409

HOURS OF OPERATION:

Monday-Friday (as per [Academic Calendar](#)), 8AM – 6PM

PLEASE DO:

- **Plan ahead.** Reserving a shared space in CH409 should be done through [Ad Astra](#) (www.mmm.edu/reservations) and should be limited to a maximum of 2 days per week.
- **Take care of your space.** These workstations are shared and designed for anyone to use. Please make sure this space is treated accordingly. Please keep your items contained within your own area and leave it as it was found. Although the space is cleaned every evening, please wipe down your area prior to leaving using the sanitization resources located inside the office.
- **Practice noise control.** Working in a shared space includes practicing mindfulness of those around you. Try to keep conversations short, and keep your voices down. If you are planning to participate in a meeting, please plan to bring headphones. Discussions should remain respectful and productive.

PLEASE DO NOT:

- **Eat or drink in this space.** Please refrain from eating or drinking anything besides water in this office. This will ensure that the area stays clean and noise controlled for everyone.
- **Host confidential meetings in this space.** To respect the privacy of our coworkers and our students, please reserve individual conference rooms through Astra for meetings that include discussion of sensitive information.