Policy for after-hours meeting/workspace use

Our student workspaces are available after-hours to any current SOJC students, staff or faculty members. By agreeing to use a given space, the responsible user agrees to the following:

1) Clean up after yourself
   - Remove leftover food from events
   - Place trash and recycling in large bins in the Atrium
   - Wipe down surfaces if needed

2) Normalize furniture
   - Put furniture back where you found it—look for laminated photo near entrance for picture of normal furniture configuration
   - Lift furniture off ground when moving

3) Close the center when you leave:
   - Turn off all lights
   - Close and lock all doors and windows
   - Turn off sound system & flat screen/projector

4) Report any non-working items and/or damage
   - For building issues: Contact SOJC’s Building Manager, Tom Rozinski, at the following address: rozinski@uoregon.edu
   - For technical issues: Submit ticket at the following URL: https://service.uoregon.edu/TDClient/Requests/TicketRequests/NewForm?ID=f62C1eUnnU4