



## 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](mailto:rozinski@uoregon.edu)
  - For technical issues: Submit ticket at the following URL:  
<https://service.uoregon.edu/TDClient/Requests/TicketRequests/NewForm?ID=f62C1eUnnU4>