Shared Space Ground Rules

Please help us to ensure our common spaces are clean for everyone to enjoy by following the ground rules below:

- Shared spaces can be reserved by contacting Tony Garcia at tonyg2@uw.edu

- Standing meetings can be booked up to a year in advance beginning each autumn, with renewals on a space available basis.

- Last minute additions and deletions to the conference room schedule must be made manually on the daily calendar posted on the door and Tony Garcia should be notified so the online calendar can be updated to avoid inadvertent double-booking.

- Shared space users are responsible for restoring the room to the original condition (see posted photos) after use (e.g. cleaning food, wiping down tables, returning chairs to original locations and tables to original configuration, cleaning the white boards, etc.)

- Users are responsible for arranging the use and return of any equipment needed. If you need assistance, please arrange with Tony Garcia (tonyg2@uw.edu) in advance of your meeting.

- Wipes, dry erase markers, and board cleaners are kept in each room. If you need additional supplies, please contact Tony Garcia (tonyg2@uw.edu)

- Please ensure all windows are closed, all lights are turned off, and the doors are locked at the end of your meeting. This is especially critical when using the room after 5PM.

- Ensure all food and materials are cleaned up and the tables are wiped off at the end of your meeting.