

January 31, 2020

Usage Rules for the UF COM Faculty Lounge: M-125

1. The lounge is available to all COM faculty 24/7.
2. Access to the lounge is via a secured access code. The access code can be obtained from UF COM Office of Faculty Affairs & Professional Development (M-100).
3. Each faculty member is responsible for keeping the Lounge secure. Please make sure to fully close door after you leave.
4. This space is for the UF COM faculty (both clinical and basic science faculty members) for study, meeting, relaxation and quiet conversation.
5. No students (graduate or undergraduate) and/or staff may be brought into the Lounge except for special events where student attendance is permitted.
6. No classes / rounds may be held in the Lounge at any time.
7. The Lounge has three meeting rooms/spaces: M125-A, M125-B, and M125-C.
 - a. M125-A First come, first serve. (This space is designed as an individual workspace for updating patients chart, dictations, writing notes, studying, quiet/relaxing space, etc.)
 - b. M125-B First come, first serve. (This space is perfect those seeking one on one meeting space or a quiet reading nook.)
 - c. M125-C May be reserved from 7 AM-6 PM for meetings between faculty. (This space is uniquely configured for a small group of 3-5 individuals, has a meeting table and a large wall-mounted computer screen). Requests are subject to approval and may be submitted online at: <https://ahc.rooms.ufl.edu/>.
 - d. The entire faculty lounge may be reserved for special events as a premier venue after 5 pm. Requests are subject to approval and may be submitted online at: <https://ahc.rooms.ufl.edu/>. The main area also has a meeting table with a large wall-mounted computer screen, a couch and soft seating.

The Faculty Lounge is a unique space unlike any other on campus. UF COM faculty members using the Lounge agree to take responsibility for maintaining the space in accordance with the following basic rules of etiquette:

- Discard all disposable items (plates, cups, napkins, etc.) in the garbage bins.
- Clean up any messes or spills.
- Dried, clean items (i.e. personal coffee mugs) may be left (stored) on shelves in cupboard above the sink in the kitchenette area.
- Any items left in the kitchen sink will be discarded.
- The refrigerator will be cleaned out each Friday. Any items that are not labeled with a date or has a date over 7 days old will be discarded.
- Turn off the TV/Entertainment system when you depart the room.
- When using the TV/Entertainment system, please keep the volume low so as not to disturb others.
- Do not move any furniture between the rooms.
- Please do not leave any personal valuables in lounge, they are your responsibility.
- Return chairs to their proper placing so it is presentable for your colleague(s) who will be using the area following you.