Protect Respect Hough Hall

*Policy Statement*

**The Big Picture**

- This is your business school – created just for you - respect and care for it
- Treat Hough Hall as you would a corporate office at your ideal job/company
- Embrace “Leave no trace” philosophy (we are a LEED building after all!)
  - *Always leave space better than you found it*
- Impression management is critical – faculty, student peers, recruiters & prospective students
  - *Self policing can go a long way toward eliminating issues*
- Hold your fellow Hough student peers accountable for their actions
  - *Report violators to your program office*

**Lounges, Capital Markets Lab and Open Collaboration Spaces**

- Furniture may NOT be moved from their designated place in Hough Hall
- Pick up anything you print @ the printers. If you do not need it, recycle it
- Upon departure, clean white boards, dispose of all trash/paper, etc
- LCD TV’s shut off at 10pm – if you turn on after 10pm, turn off when you leave
- DO NOT post anything (flyers, etc.) on any surface in Hough Hall

**Breakout Rooms**

- This is TEAM work space only (not a large private study room for one/two)
  - A *team that needs a breakout room may bump an individual out*
  - Reservations made by faculty/staff take precedence over an individual or team and reserve the right to ask people to move
  - Reserved rooms will have a sign on the door indicating the date and time of the reservation
- Designed for 2-3 hour blocks only – no breakout room squatting
  - *Respect that many others want/need to use these rooms*
- Furniture may NOT be moved from breakout rooms
- Upon departure, turn off LCD TVs, clean white boards, dispose of all trash/paper

**Lockers**

- Lockers are for short term, daily use only
- No food is permitted in the lockers at any time
- Administration can access any locker at any time
- If you need assistance with a locker, go to your program office during regular business hours

**Access**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday thru Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM to 7:00 PM</td>
<td>All doors are unlocked</td>
<td>Gator One access via North &amp; South Doors</td>
</tr>
<tr>
<td>7:00 PM to 2:00 AM</td>
<td>Gator One access through South door only (Building will</td>
<td>Gator One through South door only (Building will be</td>
</tr>
<tr>
<td></td>
<td>be monitored)</td>
<td>monitored)</td>
</tr>
<tr>
<td>2:00 AM to 6:00 AM</td>
<td>No access to Hough</td>
<td>No access to Hough</td>
</tr>
</tbody>
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Failure to comply with policies will result in loss of Hough Hall privileges (after hours and breakout room access).