

# 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
- Hold your fellow Hough student peers accountable for their actions
  - ⇒ *Self policing can go a long way toward eliminating issues*
  - ⇒ *Report violators to your program office*

**Failure to comply with policies will result in loss of Hough Hall privileges (after hours and breakout room access).**

### 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

Monday thru Friday	6:00 AM to 7:00 PM	All doors are unlocked
	7:00 PM to 2:00 AM	Gator One access through South door only (Building will be monitored)
	2:00 AM to 6:00 AM	No access to Hough
Saturday & Sunday	6:00 AM to 7:00 PM	Gator One access via North & South Doors
	7:00 PM to 2:00 AM	Gator One through South door only (Building will be monitored)
	2:00 AM to 6:00 AM	No access to Hough