CoA OKC Design Center Faculty and Student Use Policy

Facility Description
The OKC Design Center (DC) was developed as a multipurpose event/studio space for the College of Architecture (CoA) and the University of Oklahoma (OU). According to the OKC Fire Marshall, the maximum capacity is 145 people.

Faculty Use

The following is intended to represent basic operating or use guidelines for CoA faculty.

- Behavior and use shall comply with OU and CoA policies.
- No unauthorized person shall be allowed to enter the Center.
- Accessible hours are 24 hours a day, 7 days a week.
- Faculty shall schedule Center events and activities as they are determined and as is feasible by notifying the CoA Technical Project Management Specialist III. He/she shall schedule/post these events and activities on the OKC-DC Outlook Shared Calendar.
- For faculty members to use the One Card swipe system, their names must be added to the access database. To add their name, the faculty member shall notify their Director and then their Director shall request their name be added by the CoA Information Technology (IT) Specialist III.
- Other than in an emergency, a responsible faculty member is the first point of contact for student users. The faculty shall be available by phone at all times when the Center is being used by students performing work directed, required or approved by the faculty. A responsible faculty shall distribute their telephone contact information to responsible and representative student users prior to or upon initial use of the Center.
- If food or perishable items are consumed or used at an event or activity hosted by a faculty member or appropriate staff, the faculty member or appropriate staff is responsible for cleanup and trash disposal. To better contain the trash, double bag if necessary. Extra trash bags are available in each trash can underneath the existing open bag and loose bags are available under the kitchen sink. Trash from Center cans shall be disposed of in the large trash can in the hallway by the bathrooms for custodial pickup on Mondays. If this main trash can is full and trash needs to be removed before the scheduled custodial pick-up (such as large pieces of cardboard or model building trash), contact the CoA Technical Project Management Specialist III. Loose bags for the main trash can are also available under the kitchen sink. All trash cans shall have bags installed prior to disposal of trash in the cans.
- If a mandatory or required scheduled CoA meeting, event or activity is held in the Center, mileage may be paid with prior authorization of the respective Director or College administration. If an event, activity or class is held optionally at the Center, mileage will not be paid by the CoA.
- Stored drinks are not for user consumption, unless arrangements are made with the CoA Technical Project Management Specialist III. Drinks are typically stocked for CoA events or activities.
- Furnishings can be moved to better accommodate an event, activity or class, but shall be returned to the original setup upon event or activity completion, unless prior arrangements are made. Movement of furnishings shall be minimized to avoid damage to floors and walls.
- Kitchen facilities are available to all users, but the space shall be cleaned after use.
- Projectors shall be turned off after use.
- Computers, portable devices and personal belongings shall be stored out of view from the front windows.
- CoA is not responsible for personal property left in the Center.

Student Use

The following is intended to represent basic operating or use guidelines for CoA students.

- Behavior and use shall comply with OU and CoA policies.
- No unauthorized person shall be allowed to enter the Center.
- Accessible weekday hours are 8:00am to 10:00pm, Monday through Friday.
• Prior to use, weekend accessibility can be requested by the responsible faculty or appropriate staff and approved by the Dean. The responsible faculty or appropriate staff is responsible for student access.

• It is recommended that a faculty member or person of authority from the CoA be present when students are using the Center.

• No fewer than two (2) students shall use the Center at any time.

• To gain access using the One Card swipe system, students must be approved by their respective Director. The Director must request access for these students from the CoA IT Specialist III. Once students are added to the access database, they will be able to use the card swipe for entry during hours of operation.

• Prior to Center use and as is appropriate, students are required to attend an orientation outlining appropriate and permitted use. Students attending a one-time sponsored event are not required to complete the orientation. The responsible faculty or person delivering the orientation shall collect documentation verifying completion of the orientation and review of this policy by those completing the orientation. Upon collection, this documentation shall be considered confidential and submitted to the CoA Technical Project Management Specialist III for permanent storage.

• The entry door with the card swipe automatically locks when closed, so any departure without a personal access card will result in being locked out.

• Student access using the card swipe ends daily at 9:30pm, after which access is not allowed.

• Students shall clean up their trash or waste prior to departure from the Center. The responsible faculty member or appropriate staff is ultimately responsible for cleanup and trash disposal. To better contain the trash, double bag if necessary. Extra trash bags are available in each trash can underneath the existing open bag and loose bags are available under the kitchen sink. Trash from Center cans shall be disposed of in the large trash can in the hallway by the bathrooms for custodial pickup on Mondays. If this main trash can is full and trash needs to be removed before the scheduled custodial pick-up (such as large pieces of cardboard or model building trash), contact the CoA Tech Project Management Specialist III. Loose bags for the main trash can are also available under the kitchen sink. All trash cans shall have bags installed prior to disposal of trash in the cans.

• Printer and plotter use shall comply with OU and CoA policies. Equipment failures or malfunctions must be reported to the CoA Technical Project Management Specialist III. All after hour issues will be addressed the next working day by the proper staff members.

• Students may leave work-in-progress out as long as it is appropriate for a professional environment, does not disrupt use or interfere with other scheduled events of activities. The responsible faculty member or appropriate staff is responsible for insuring compliance to this requirement. Students shall store work in designated areas upon request.

• Store computers, portable devices and personal belongings out of view from the front windows.

• Entrance doors shall not be propped open at any time.

• CoA is not responsible for personal property left in the Center.

Parking

• There are two dedicated parking spaces inside the fenced area adjacent to the Center building. Arrangements must be made with the CoA Technical Project Management Specialist III prior to use of these spaces.

• General parking is unreserved and most conveniently located on Sheridan Avenue.

• The most convenient handicap accessible space is the first space south of Sheridan Avenue, on the west side of Shartel Avenue.

Emergency Contact

• In case of an emergency call 911 first. Call OU PD, 405.325-2864 next. Call the responsible faculty and/or the CoA Technical Project Management Specialist III next.