

MDes Room Use Policies and Procedures

2015-2016

updated February 22, 2016

This year, several spaces are available to MDes students as work and collaboration space. These spaces and their types are detailed below.

Space has been added and dedicated for the use of MDes students this year in response to requests from students, and the demonstrated usefulness when spaces have been booked. Please, respect the policies and procedures outlined below so these spaces remain dedicated to MDes.

40 Kirkland, 1-F Bookable Collaboration Space

- This multi-use space is intended for collaborative work. Moveable tables (4) and chairs (4) are available in the room to configure to the needs of the group.
- The other half of the space is in use by a research group. Please respect their space and limit your activities front room, making sure their access to the door is not blocked, etc.
- You may leave working materials in the room during the period of your reservation only. On the last day of your reservation, all items must be cleared out by midnight, making the space accessible for the next group.
 - o Do not assume the room is free after you are finished with it. If you need to extend your reservation, you must contact the ASP office (see below) to confirm whether the space is available.
- To book:
 - o [Check room availability for 2016 on the Google Calendar](#)
 - o Send a request to swartout@gsd.harvard.edu, listing:
 - Dates/length of time requested - This room may be booked in days (minimum 1, maximum 10)
 - Description of why/how room is to be used
 - Name & program of all who will use the space during the reserved period
 - If requesting the space for more than 5 days, you must include a paragraph explaining your need for the space.
 - o Preference will be given to collaborative group work and to students in areas that do not have other spaces available to them (CC, E&E, HPD, R&R, REBE, ULE)
 - Individuals may work in the space when available, but should confine their activities to one table and chair, OR should specify if they require more than one workspace.
 - o Requests will be evaluated weekly on Wednesdays, and you will receive a message regarding the status of your request. The calendar will be updated when messages are sent, and the room will be listed as reserved under the name(s) of the person(s) who sent the request(s).
- This space is accessed via key code, which will be supplied by the ASP office when your reservation is confirmed. The code should NOT be shared. Use of the space when not previously reserved is NOT permitted.
- This space will be completely cleaned out by June 1 of each year, and is not available over the summer.

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40 Kirkland, basement *Work space*

- 2 basement rooms are available in the basement:
 - o LG for those in Art Design and the Public Domain
 - o LA for students in the Technology concentration.
- These rooms may be used for project building and work may be left in them. Access is via key code, supplied to students in that area by the ASP office.
- To dispose of large materials that may not easily fit in a trash can, you may leave them in the hallway between the two rooms. This also means that you should not leave anything there that is not trash.
- These rooms will be completely cleaned out by June 1 of each year.

40 Kirkland, kitchen *Shared flex space*

- The "break room" or kitchen in 40 Kirkland, first floor, can make an excellent meeting space. It has a large round table and 6 chairs.
- Though not bookable or private, this space is great for ad hoc meetings.

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- This space is available to MDes as a collaborative workspace around the existing course schedule. It is NOT to be used as a project room as it is not appropriately equipped for this type of work and no safety sprinklers or systems are in place.
- Everything must be cleaned up and put away before the next class meeting. If it is not, this room sharing model will not be sustainable.
- The room is accessible via ID swipe and is not available to reserve for private use at this time.
- The room is NOT available at the following times, for spring 2016:
 - o Thursday 8 am – 12 pm
- Students from the Painting for Designers class may come in at any time to work, in a designated area, and should be accommodated.