



East Wing Room Use Guidelines

11/12/2008

First Floor

Capital Café

- Open to all Wisconsin School of Business students and the campus community

Plenary Room-1310 Grainger

- Available unless it is being used for meetings/events
- Offers group/individual study areas
- Room is for use by MBA students only
- Do not prop open doors
- MBA Students may access the room with their Photo ID swipe card at the back entrance.

MBA Lounge and MBA Student Organization Office, 1323 and 1325

- For studying
- Kitchenette may be used by all MBA students – you must clean-up after yourself
- MBA Students may access the room with their Photo ID swipe card at the back entrance.

Second Floor

Wisconsin School of Business Library, 2200 Grainger

- 2nd floor is for group studying
- 3rd floor is for quiet studying (You may access the third floor via stairway inside the library)

MBA Career Management, 2400 Grainger

- Interview rooms are available for phone interviews (by cell phone or by incoming call on a land line)

MBA Computer Lab, 2260 Grainger

- Individual and group study space
- MBA Students may access the room with their Photo ID swipe card at the back entrance.

Break-out rooms in East Wing (18 total)

- Priority:
 1. Classes
 2. Teams
 3. Individuals
 - Individuals using a room may be asked to leave if a group wishes to use the room.
- Policies:
 1. Rooms should only be reserved by groups: To guarantee a reservation for a room, you must use the scheduling system outside the room.
 2. Rooms may be reserved for up to 2 hours. A group must show up within 15 minutes of reservation or the reservation will be cancelled.
 3. The room must not be left unattended for greater than 10 minutes.
 4. Students will be held accountable for the condition of the room and equipment. Usage will be monitored. The room must be cleaned after each use: white board, food/drinks/garbage disposed of, etc. The MBA Program Office will assist in applying restrictions due to abuse.
 5. Do not prop open the doors.
 6. Do not unlock or reserve rooms for others.
 7. A group consists of two or more students.
- Rooms may only be used by MBA students.
- Every other Friday during the Fall and Spring semesters, the following 10 rooms are used by the Executive MBA students.

2473, 2475, 2477, 2525, 3209, 3307, 3311, 3315, 3317, 3319

- Students are responsible for their own personal belongings.
- Windows and doors are not to be covered over with paper or other materials.
- MBA Students may access the room with their Photo ID swipe card at the back entrance.