GUIDELINES FOR USE OF FACULTY COMMONS, LIB 286

**Hours for general use:**
Monday through Thursday 8 am – 10 pm
Friday 8 am – 6 pm

**Reservations:**

**Monday through Friday** -- faculty may reserve blocks of time for non-private events (e.g., brown bags, readings, seminars, presentations, receptions) -- **48 hours’ advance notice required**

**Friday** -- faculty may reserve blocks of time for closed events (retreat, special meeting, etc.). **Advance reservations** are required; On Fridays the Commons will still be open for general use, except for those times reserved for closed events -- **(48 hours’ advance notice required)**

To make a reservation contact Faculty Affairs: facaffrs@sfsu.edu; All reservations will be entered on a Faculty Commons Calendar on a group site (currently under construction) so faculty can check what is going on in the Commons at any one point in time.

**Food:**
Food and drink in covered containers are allowed.

**Clean up:**
Leave the space in better shape than you found it
- Return furniture to original configuration
- Make sure all food and drink items are removed or thrown out

**Notes:**
- We do not have access to a microwave; toaster ovens and/or other electrical appliances are not permitted.
- For now, the faculty commons will NOT be open on Saturdays and Sundays. With fewer faculty on campus during the weekend, the concern is that students will quickly discover the room, increasing the likelihood that the space will be used in ways for which it was not intended.
- Keep in mind that there are many other beautiful spaces with technology support available in the library for structured, closed events like colloquia, seminars, meetings, etc. To reserve a room through Academic Technology go to http://at.sfsu.edu/rooms/reserve.
Suggestions that were made by faculty for activities, events, etc:

- All faculty mixers on rotating days throughout the year
- Weekly wine and cheese hours
- Monthly faculty potlucks
- Brown bags
- Readings
- Rotating art displays
- Receptions
- Colloquia
- Power napping