

## College of Environment + Design Facilities Policy

CED facilities include the Jackson Street Building along with the Owens Library and Circle Gallery, Tanner Building, Bishop House, Denmark Hall, the basement of Caldwell Hall, the Founders Memorial Garden (FMG), House and structures.

For assistance or questions regarding CED spaces, please contact CED's Facilities Manager, Lee Cornell or FMG Director, \*\*\*\*. This policy was last updated in 2021.

### UGA Regulations

Alcohol §: Events where alcoholic beverages are served or provided will follow University guidelines. It is unlawful to sell, furnish, or provide alcohol to persons under 21

Drugs: Unlawful possession, use, or distribution of drugs is prohibited.  
(<https://safeandsecure.uga.edu/drugs-alcohol-policy/>)

Smoking §: Smoking and tobacco use is prohibited on the entire campus

Pets §: Animals are prohibited inside all campus facilities, except in areas where academic pursuits require their presence (e.g., animal science, veterinary medicine, etc. or in cases where the animal serves a disabled person (e.g., guide dogs)

Possession of weapons: The University System of Georgia (USG) prohibits all weapons on property owned or leased by the UGA and its institutions, except as specifically provided by UGA policies or as provided in federal or state law.  
(<https://www.police.uga.edu/crime-stats/weapons-on-campus-info-2>)

Access: Accessibility to UGA buildings is monitored through an electronic access control system. Do not prop open exterior doors or let other persons unauthorized into any buildings. UGA buildings are not accessible on holidays or on football home game days.

Emergencies: The UGA notification system informs people about dangerous situations that may have serious impacts. Please familiarize yourselves with shelter procedures and locations in each of the CED buildings. More information can be found  
<https://prepare.uga.edu/>

### Offices

Faculty and Instructors of Record

Office space is provided to faculty when they are hired and pending available space. Changes can be requested to the Facilities Manager and are pending available space and needs of the College.

Keys for all CED facilities are managed and provided by the Facilities Manager.

Retired or emeritus personnel (per UGA 5.04-2 §): It is the responsibility of each dean and department head to oversee the assignment of office space to emeriti faculty members. Decisions concerning the use of office space by emeriti faculty should be made with the following criteria in mind:

- The individual should continue to participate in teaching, research or public service activities which, in the judgement of the Dean and Department Head will benefit the academic discipline, the department or college, and UGA
- The individual should continue to represent UGA by participating in lectures, seminars, workshops, etc. as a nationally/internationally recognized authority on an area of specialization with an academic discipline.
- The objective in providing some office space to emeriti faculty should be to encourage the continuation of scholarly productivity without sacrificing the manageability of our physical resources or our existing departmental operations.

Students: Shared office space will be offered for graduate and PhD level students and undergraduates conducting research, pending available space.

## **Instructional Areas**

### **Buildings**

Hours: Typical hours will be Monday – Friday 8 am to 5pm.

A UGA ID card will be required to enter any CED facilities outside of this time.

The following activities are prohibited:

- Propping open exterior doors or altering door mechanisms so they do not latch
- Blocking exits and halls
- Propping open interior access doors

### **Studios & Lecture spaces**

Any materials (paper, boards, wood, etc.) left on the floor will be considered trash and disposed of appropriately throughout the semester

All faculty will encourage students to properly dispose of materials throughout the semester

Studio, locker, and desk clean out will occur the Wednesday following graduations each semester. Any remaining materials will be disposed of or become the property of the CED

The following activities are prohibited in CED managed facilities:

- Cutting of materials directly on any surface other than a cutting mat
- Use of the CED rotary or other paper trimmers for trimming anything thicker than 67lb cardstock paper or materials other than paper (no cardboard or foam core products)
- Use of glue or other adhesive directly on furnishings or flooring
- Use of aerosol products (spray mount, spray paint, etc.) indoors

### **Computer Labs**

No eating or drinking is allowed in computer labs

### **Social Uses of Instructional Areas (per UGA 5.01-1 §)**

In general, instructional areas are not to be used for social occasions, except for small receptions, provided the following rules are observed:

1. only light, non-alcoholic refreshments are served;
2. such receptions are held in direct conjunction with academic functions, such as awards ceremonies, convocations, initiations into academic societies, concerts, art shows, and the like;
3. no loud music or other entertainment is to be provided during the reception;
4. an explicit provision is made for clean-up of the area by the individuals or group sponsoring the event; and
5. rules governing the use of the academic facility do not already prevent its use for this purpose.
6. Other social occasions requiring the use of University facilities and which do not qualify under 2 above, must be cleared through the University authorities directly in charge of those facilities.