

## College of Architecture Building Use Policies

The following policies do not supersede any more restrictive policy that may be set out by The University of Oklahoma Student Code of Responsibilities and Conduct for the Norman Campus. These policies do not supplant policies or recommendations for classroom/studio culture or the instructional environment that are developed and adopted by the academic Divisions within the College of Architecture in response to accrediting agencies' requirements. In the event classroom or studio culture policies conflict with these policies, the more restrictive requirement supersedes the lesser. Misuse or defacement of University property, furniture, facilities and buildings belonging to the University is prohibited by the University Student Rights and Responsibilities Code. Violations of the student code will be reported to the Student Conduct Office. Sanctions may include verbal and written warnings, disciplinary probation, educational sanctions and financial restitution.

These policies are intended to promote a positive and professional image of the College to the public and clarify expected College administration, faculty, staff and student responsibilities for use of Gould Hall. The following policies comprise the College of Architecture Building Use Policies.

1. Proper use of studio and learning spaces is expected. Students must leave studios and classrooms clean and orderly throughout the semester. Students will clean-up during and after each studio or class project. Students will pick up debris and garbage around their work area. Failure to clean-up is considered a violation of the student code. Students will neatly store materials, books, tools etc. on the top of their desks and/or in their storage unit. No obstructing materials are to be left in public corridors, lobbies, stairs or other paths of egress. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. Students are charged studio and course fees per credit hour each semester to help defray the continuing costs of refurbishing and replacing equipment. These fees are not for cleaning and refurbishing due to misuse.
2. Students are responsible to see that all personal materials are removed from classrooms or secured at the end of each class period. Materials being kept for portfolios are the responsibility of the student and must be secured properly.
3. Extension cords used in classrooms, studios and other Gould Hall spaces are to be three-wire grounded UL approved. Cords can be no smaller than 16 gauge and no longer than 50 feet in length. Multiple cords are not to be plugged into each other end-to-end. Cords are to be routed and protected in a safe manner so as not to be a trip or life safety hazard. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. If interpretation is necessary, the faculty or student will consult with the Associate Dean for Administration on a case-by-case basis. Unacceptable cords are to be removed immediately and returned to the owner. Personal extension cords are considered personal property and are not the responsibility of the CoA.
4. The use of small or hidden video cameras for installations is prohibited without prior permission from the Dean's office. Signs must be posted warning the public of their use.
5. The use of aerosol spray paints, open flame, or toxic resins inside the building is absolutely prohibited without prior permission from the Dean's office. Spaces for these activities are provided in the George Street Shop and in the Gould Hall spray booth in room 322. Spray booths in the Shop and Gould Hall must be used for any project requiring spray paints and adhesives and must be used in accordance with posted instructions. They may not be used without proper training.
6. Use of the mat cutters and laser cutter in Gould Hall is a privilege. Only students who have been trained to safely and properly run such equipment may use these tools.
7. Cutting on tables, desks, the floor or any other unsuitable surface in the building without the use of a secondary cutting or sacrificial surface is prohibited. Students will be held financially responsible for damage to surfaces.
8. Bicycles are not permitted inside the buildings at any time per University policy.
9. Upper-level students will be provided with storage units during each semester. Students must furnish their own padlocks. At the end of each semester all stored belongings must be removed from each unit. End-of-semester means the last scheduled final examination day or a time designated by the instructor. If items are not removed by the deadline, removed items will be discarded by the Instructor. Students are financially responsible for any damage to the storage unit beyond reasonable use. At the end of each semester all personal items, course materials and project work must be removed from studio spaces by the last scheduled final examination day or as designated by the instructor.
10. Smoking and/or the use of intoxicating substances in the buildings are prohibited at all times.
11. Eating in Gould Hall is a privilege. Clean-up required due to food or drink consumption in the building is the responsibility of the person consuming the food or drink. Failure to clean-up could result in a fee assessment to cover incurred costs.

12. Any form of visual or audible content or media that is deemed offensive according to University of Oklahoma policy is prohibited. If visual or audible content or media of any kind becomes offensive or distracting to two or more individuals in the area, the responsible person must cease the display or broadcast of said content or media immediately.
13. According to OU policy, no pets will be allowed in any building, at any time, with the exception of guide or assistance animals.
14. Radios and personal stereos are not to be played during scheduled class time. Earbuds and headphones may be permitted per instructor, but this is a privilege.
15. Students are prohibited from bringing personal microwaves, refrigerators, hot plates and space heaters into the building. Faculty members are prohibited from bringing personal microwaves into their offices. Students are allowed to bring personal coffee pots and water heaters into the building as long as they are out of view. Faculty members are allowed to bring personal space-heaters and small refrigerators into their offices as long as they are out of view. If there is a medical need for any prohibited appliance, installation must be approved by the Facility Manager. If any of these appliances are brought into the building and used, they must be kept clean and in good operating condition.
16. Access to the building is limited for security reasons. No doors may be propped open at any time without prior approval of the Dean's office. Only doors with keyed or "swipe card" access are to be used for entry into the building. It is considered a violation of the student code to prop doors open or defeat locks or latches.
17. All space dividers, bookshelves and other furnishings must be used with care and respect. Fire hazards and obstruction of sight lines for necessary emergency egress will not be allowed. All aisles must remain clear and accessible.
18. Any observation window or door side window may not be covered or obstructed in any way, except for University signage. This policy is for the safety of students, faculty, staff and visitors.  
When promoting events, please note:
  - a. Do not tape items to surfaces.
  - b. Do not put promotional items on floors.
  - c. Pick up all the promotional items following these events.
  - d. Do not affix items to the Gallery windows or interior glass walls.
  - e. Do not pin items to the walls (find a bulletin board that is designated for this purpose).
19. The College's goal with all furniture used in Gould Hall is to maintain system integrity in function and appearance. This provision is in response to ongoing user adaptations to furniture systems, primarily in the studios. Drafting tables may be lowered to desk height, from table height. Stools may also be lowered to accommodate drafting tables. Personal chairs may be used, but must be similar to office chairs in CoA offices and not visually distracting. Dark brown, black, dark blue, crimson/red and chrome colored fabrics and finishes are acceptable. Dilapidated, extensively repaired or broken furniture will not be allowed. The teaching faculty member for the students using the space is initially responsible for enforcing the policy. If interpretation is necessary, the faculty or student will consult with the Associate Dean for Administration on a case-by-case basis. An unacceptable chair, if not removed voluntarily, will be yellow-tagged with a dated slip by the Facility Manager and the owner will have 7 days to remove it. After this time the College will move it to the OU Surplus Department. Personal chairs are considered personal property and are not the responsibility of the CoA. Personal chairs are to be removed from the space by the student by the last scheduled final examination day or as designated by the instructor.