

PPW USER AGREEMENT

Student Name
(PRINT) _____

Reed ID# _____

Please read this document carefully, and return it to Leah Faw, PPW Manager
(t: 503/517-7321; e: fawl@reed.edu).

The following details the rules, expectations and conditions on students' use of the Public Policy Workshop (PPW) maintained by the Department of Political Science. **As always, the use of the PPW is governed by the honor principle.**

Rules

Generally, the PPW is a shared, multi-use space and should be treated as such. The points below designate specific rules of usage but do not cover every possible situation. The Department and the PPW manager ask that you be clean, conscientious, and respectful in your use of the space and its resources.

1. PPW student user privileges are limited to declared majors in the **Division of History and Social Science**, or students who have HSS advisors. Any other student users must be explicitly approved by the PPW manager. **There are no "guest" user privileges**—student users must not leave the door of the PPW open for unauthorized people, including friends.
2. The PPW is designed to serve multiple functions. In order to accommodate everyone, the space will be reserved for defined time periods. At these times access may be restricted. Priority will be given to scheduled events, and uses specific to the PPW resources.

Reserved times will be conspicuously posted in the PPW, and at:

<<http://academic.reed.edu/ppw/calendar.html>>

3. Food and drinks are not allowed in the PPW at any time.
4. Users are expected to maintain a clean working environment in the PPW and keep the facility and workstations free of trash. Workstations **cannot** be claimed, and any materials left out overnight will be removed.
5. PPW access is granted on an annual basis. The user will be required to complete a PPW User Agreement for every academic year that he or she wishes to use the facility.

The Department will periodically inspect the PPW, including inside the locked cabinets. Any violation of these rules and policies, including—but not limited to—the presence in the PPW of unauthorized users, the consumption of food or drinks, or the presence of trash will result in action on the part of the department, including possible revocation of individual user privileges.

- ▶ The Department and PPW manager reserve the right to modify the rules governing PPW use. New policies may be posted in the PPW from time to time.

General Usage

The primary, on-going use of the PPW is individual study and research. This is considered the *de facto* activity when none other is scheduled. The room will be available for quiet study whenever it is not otherwise reserved. Students using the space in this capacity are expected to check the posted calendars, and honor scheduled events.

Open study times will be scheduled daily, during which talking and group study will be permitted. Generally, open study time will be scheduled in the evening and at weekends.

Groups of students wishing to reserve time for research or study needs specific to the PPW may do so. Send requests to Leah Faw at fawl@reed.edu. All requests will be promptly reviewed, but please allow around 3-5 days to schedule events.

Security

The PPW is a secured space but it should not be considered completely safe. Please do not leave computers or other valuables unattended, and be sure to look out for other users and their belongings. Of course, Reed College and the PPW are not responsible for any property lost in or stolen from the PPW.

I certify that I have carefully read, understood, and agree to comply with the rules and guidelines included in this agreement.

Box # _____ Major _____

Adviser _____

Student Signature _____ Date _____

Department Approval _____