

Guidelines for Break-Out Rooms

- The rooms are for the use of pharmacy team exercises and are reserved for this purpose **Monday-Friday** from **7:00am to 3:00pm**. If the rooms are not in use by the pharmacy students they are open for anyone to use. However, if a pharmacy team needs to suddenly use the room for an assigned team project during the above hours, you must vacate the room.
- After 3:00pm each day, the rooms are open to any student on campus to use.
- There are **no reserving rooms** ahead of time, they are on a first come first serve basis (rooms may only be reserved for university events).
- For safety reasons, do not put paper over the windows or block the doors while using the rooms.
- It is requested that you do not re-arrange any of the tables and chairs in any of the break-out rooms or bring in tables or chairs from another break-out room. The rooms are specifically arranged for the pharmacy teams.
- **Please do not bring furniture from the lounge or commons into the break-out rooms.**

**REPORT ANY PROBLEMS TO PHARMACY STUDENT SERVICES*