

Conference Room Etiquette

Conference rooms provide a quiet area for students to study and the Health Science Center staff would like to retain this privilege for the students. Professional meetings take precedence over students studying in conference rooms and the expectation is conference rooms will be clean. There is not any “custodial clean up” until late in the day.

“Student etiquette” would include:

- A. Leaving the room clean after use
- B. Push in chairs
- C. Not using the table or chairs as footstools
- D. No laying or sitting on the table
- E. Not removing shoes
- F. Respecting the conference room as a professional meeting space
- G. Leaving the conference room when notification of a meeting is provided
- H. All beverages must have a cover
- I. No food is allowed in the conference rooms

