

## **Rules and Guidelines for Using the GSEP Creative Commons Room**

1. The **GSEP Creative Commons Room** (Room 404, Ishikawadai Bldng. 6) is a common facility of GSEP and the Dept. of Transdisciplinary Science and Engineering (TSE). Please respect other users of the room, and make sure you keep it clean and tidy. If you are found to violate these rules, you will be banned from using the room.
2. Please take all the trash home with you, and do not leave rubbish in the room. Please be reminded that there are no trash bins in the **GSEP Creative Commons Room**.
3. You are not allowed to sleep overnight in the room. You are also not allowed to leave personal items in the room or use it for personal reasons (e.g. club activities). Personal items left lying around in the lounge may be disposed without notice.
4. You are allowed to bring your water bottles and bottled drinks in the room, but please be careful not to spill the liquid on the floor and tables. If you accidentally spilled some liquid, please clean up the mess.
5. Please do not make loud noises when using the room, regardless of whether there are other users in the room (nearby rooms may complain). Games or sports inside the lounge are strictly not allowed.
6. Please do not leave the entrance door open by using objects as a doorstopper. If you find anyone performing such actions, please stop him/her. If you find the door being left open, please close the door immediately.
7. If you are the last person leaving the room, please make sure that the air conditioners and lights are turned off, and the room is properly locked when you leave.
8. The **GSEP Creative Commons Room** may be used for events by GSEP or TSE Dept. In such cases, the usage of the room may be restricted.
9. CCTV cameras have been installed to monitor the room activity remotely.
10. Please do not tell the passcode to enter the room to anyone else.
11. The **GSEP Creative Commons Room** is meant to be used only by the students, faculty, and staff of GSEP and TSE Dept. Individuals from other departments are not allowed to use the room. Please do not take anything (supplies, books, furniture) out of the room.
12. If you find any room furniture or equipment broken, please report it immediately.
13. GSEP faculty reserves the right to change the rules regarding the use of this room depending on usage and circumstances.

(Effective from August 9th, 2019)

Please cut here

I hereby acknowledge that I have read and understood the rules and guidelines for using the GSEP Creative Commons Room, and I agree to abide by the rules.

Date (YYYY/MM/DD): \_\_\_\_\_

Student ID No.:

Name:

Signature: