



## **Gateway Graduate Commons Policies**

**In order to best serve all graduate and professional students who utilize the Gateway Graduate Commons and ensure a safe, clean, orderly environment conducive to work and study, the Graduate College requires that all graduate students review and abide by the following Commons' policies.**

**Failure to follow these policies will result in removal from the Commons for a minimum of a day and a written reprimand. Depending on the severity of the infraction, the Professional Development Academy and Graduate College may remove students from Gateway Graduate Commons for a day, forever, or anything in-between. Reprimands and removals from the Graduate Commons at Lied Library and Gateway Graduate Commons will be shared and be enforced in both.**

**Thank you for your cooperation!**

- Only enrolled UNLV graduate and professional students are allowed to use the Gateway Graduate Commons.
- Undergraduate students who are actively enrolled in a graduate level course(s) and/or those who are participating in Graduate College Professional Development Academy programs and are specifically granted access may be allowed to use the Gateway Graduate Commons.
- Graduate Commons' guest must swipe or sign-in at the door upon entering the commons.
- Guests may only use the front door to enter and exit the Commons.
- Gateway Graduate Commons users may not use the door to the Idea Zone and the Graduate College. In order to enter the Graduate College, students must do so through the Graduate College Welcome Center (#200) or be escorted personally by a Graduate College team member.
- **If you leave your computer or workstation** unattended for more than 10 minutes, you will forfeit your space if someone is waiting for a workstation.

- Do not leave personal items unattended. The Graduate College is not responsible for any lost or stolen items.
- Following completion of your work/study time, be sure your work/study area is left neat and clean. Do not leave your waste, paper, or any other materials requiring other people to clean-up after you.
- Earphones must be used when listening to audio. Earphones are available at the Welcome Center or Gateway Graduate Commons front desk upon request. They must be returned before you leave Gateway Graduate Commons or student will be charged for the replacement cost of the items.
- Markers and erasers for the white boards must be checked out by the staff on duty at the front desk; please return upon leaving the Commons or you will be charged for the replacement cost of the items.
- Limited use of food and drink is acceptable in the kitchen area, as long as it does not interfere with the work/study environment of the other guests or employees in the Commons (for example, we prohibit excessively odorous or messy food items). Please fully clean up after yourself before leaving this area. Any kitchen items that are borrowed must be washed with soap and hot water and returned to the kitchen area.
- Games and cards must be properly put-away after use with all pieces intact. Please do not damage the goods. If something breaks or is missing, please notify the Graduate College staff.
- Books/magazines in the Welcome Center's lending library must be checked-out for use by the GC staff in the Welcome Center. These items may not leave the Gateway Graduate Commons or Graduate College space and they must be returned the same day they are borrowed.
- No animals are permitted. If you have a licensed and registered service animal, please submit the appropriate documentation of such to the Gateway Graduate Commons or GC Welcome Center staff before entering. Service animals may not disrupt other students and may not make any messes. No children are permitted in Gateway Graduate Commons unless you have written permission from a Gateway Graduate Commons staff member or Graduate College staff member.
- Remember that your colleagues are also working and studying in the commons. Do not demonstrate behavior(s) that disrupt the work/ study environment of the Commons (for example, excessive loud talking, cellular use, sleeping/lying on the couches/chairs, offensive language, etc.).

- Hostile, threatening, or disruptive behavior will result in your immediate removal from the commons and, if needed, a call to campus police.
- **Never prop open any doors (to the elevator lobby, to Gateway Graduate Commons, to the Graduate College, etc. All doors must remain closed.**

Thank you for your consideration & cooperation. We hope you enjoy the Gateway Graduate Commons!