

GUERRY CENTER POLICIES

The Guerry Center is the center of identify and community for the Honors College. Instructional and social activities of the Honors College take place here.

One of the most basic rights of all honors students is the safe, comfortable, and continued use of the Guerry Center. In order to ensure that right, which can only be ensured through sensitive stewardship and some degree of vigilance, we need to agree to certain common-sense responsibilities as listed and explained below:

- 1. ALL DOORS SHOULD BE KEPT LOCKED AND LATCHED FROM 7:00 PM TO 7:00 AM DURING THE WEEK AND AT ALL TIMES DURING THE WEEKENDS.** Keeping doors locked is an essential safety measure. This will guard against burglaries, and a student working alone is extremely vulnerable if someone else leaves a door unlocked. So, even if you are only planning to be here a few minutes, close the door when you enter the building and again when you leave. **Do not leave a door propped open for a friend.**
- 2. GUERRY CENTER ACCESS:** Every member of the Honors College will have access to the Guerry Center via their UTC ID Card. This allows Honors College students to enter the building through the **front** door at any time of day or night. The privilege of having access to the building is a precarious one. If people lose their card, lend it to other people, or fail to maintain the security of the Guerry Center, we are all in danger of losing this privilege.
- 3. THE GUERRY CENTER IS FOR USE ONLY BY HONORS COLLEGE STUDENTS:** The only time friends of yours who are not members of the Honors College should be in the Guerry Center is when you yourself are present, and you should make sure that people you bring in do not disrupt the studies or activities of other honors students. The official policy on meetings is that only an honors student who is an officer or member of the student organization can arrange for a meeting to be held in Guerry, and that honors student must be present at it and will assume all responsibility for the space. Also, any meeting that is to take place in the Guerry Center must, beforehand, receive approval by an Honors College administrator and be listed on the Honors College Event calendar. Only an Honors College administrator can record events on the calendar. All users requesting space must complete the *Application and Contract for Use of the Guerry Center* (available online at the Honors College website). **No activity should be loud or otherwise disturbing to students using the space.**
- 4. THE BREAK ROOM:** The room and its contents are for use **only** by faculty and staff of the Honors College; this includes the refrigerator, coffee maker, etc. Students should use equipment and supplies available at the students' coffee bar in the lobby.
- 5. CLEAN UP AFTER YOURSELF:** Food and drink are permitted in any room in the Guerry Center, including the Reading Room. Faculty, staff, or janitorial personnel are not responsible for picking up your trash in any room or cleaning any equipment or space around the coffee bar. Keep your supplies put away in cabinets; if anything stored is for your personal use, you are responsible for labeling it and discarding any unused or expired items in a timely manner. Be mindful of any spills on the floor, furniture or carpet and clean up immediately. Cleaning supplies will be available at the coffee bar. If something needs special attention, you should notify a staff member ASAP.

6. **BE A RESPONSIBLE MEMBER OF THE HONORS COLLEGE:** Honors students should take upon themselves the responsibility for seeing that building-users behave honorably. If you see something wrong going on in the Guerry Center, you should do something about it; either intervene yourself if you feel comfortable doing so, or call the UTC Police (423-425-4357). Also feel free to report any such problems to an Honors College staff member. Remember that illegal or inappropriate behavior can jeopardize the use of the Guerry Center for everyone.

7. **SECURITY:** Be sure to observe all security procedures carefully; read the instructions below and be sure to follow them meticulously.

GUERRY CENTER SECURITY

The doors to the Guerry Center are open each weekday between 7:00 AM-7:00 PM. If you plan to use the building during those times, you don't need to know anything about the security system. Note there are security cameras in operation at all times.

If you use the Guerry Center at other times or on weekends you need to use your UTC ID Card. Here are the basic rules about security:

1. To enter the building after hours, use **ONLY** the front entrance. If you try to use any other door, you may set off an alarm and the campus police will come and question you.

2. Use your Mocs Card to enter the door, then open the door and immediately make sure it locks behind you.

3. When you leave the building, make sure all the doors are locked and latched.

OTHER CRUCIAL INFORMATION

1. Do not give your ID Card to anyone else. This will result in revocation of your building privileges.

2. If you have a problem with unlocking or locking the doors, or for any other reason need help, the campus police number is 423-425-4357.