University of New England

Office of the Provost

Danielle Ripich Commons

Use Policies and Procedures

**Reservations**

Most of the spaces described in this document may be reserved through the Ad Astra system. All reservation requests require final approval from the Solutions Desk Manager. For additional specific policies on individual rooms, contact the Solutions Desk Manager.

The small meeting rooms on the second floor may be reserved [here](https://www.une.edu/provost/resources/danielle-ripich-commons).

**Hours of Operation**

The Ripich Commons is open seven days per week from 7:00 am to 12:00 am. These hours may vary at times of no classes on campus, or when the University is closed.

**Animal Policy**

The Ripich Commons follows published UNE policies regarding animals on campus. Service animals are allowed in the Commons. Comfort animals and pets are not allowed inside the building.

**Tabling and Displays**

* Tabling is available on the first and second floors in designated areas. Reservation request forms are available at the Solutions Desk or on the Ripich Commons web page.
* Food give-aways are not permitted on the second floor.
* Students who request a table to gather data for a research project must present IRB approval to the Solutions Desk Manager.
* Groups and organizations outside of UNE may table if sponsored by a UNE group. The sponsoring UNE group must reserve the table and a member of the sponsoring group must be present at the table.
* Displays (e.g. collection boxes, research posters) are permitted with the approval of the Solutions Desk Manager. Displays must be clearly marked with the group name and contact information, dates, and the reason for the display.

**Lost and Found**

* Articles left/lost in the building are cataloged by the Solutions Desk staff and kept in the Solutions Desk closet.
* Items determined to be of value (e.g. wallets, phones, jewelry) will be turned over to UNE Security.
* Unclaimed items will be made available for patrons to claim in the first academic day of each month. Any items remaining unclaimed after two business days will be donated to a local non-profit or discarded.

General Considerations

* The Commons is a location for students to meet, collaborate, relax, and study. At times, there will be events that raise the sound levels throughout the building (e.g. a noontime musical performance). These events will be announced in advance so students can plan accordingly if they desire a quiet space.
* Although other meetings and events in the Commons will be considered, the Commons is principally for UNE students, and priority is given to events that are student-focused. In addition, we aim to minimize disruption of the ongoing, unstructured student use of the facility.
* At times during the year when the student population is down (vacation periods, summer), acceptable use of the Commons spaces will be broadened.

Guidelines for specific spaces in and around the Ripich are found below. Further details on area usage can be found in the Appendix and the end of this document.

First Floor

* Certain areas in the first floor are available for reservations, including -
  + Room 103: open atrium near the main entrance.
  + Room 104: large “Living Room”.
  + Room 110: game room.
* Food and beverage catering is allowed on the first floor with the exception of the game room.
* The pub area is exclusively managed by Parkhurst. Reservation requests for the pub will be directed to Parkhurst.
* Large furniture on the first floor must remain in place. No additional furniture may be brought in with the exception of a podium/stage and tables for catering and tabling.
* At times, art work or other exhibits may be placed on the first floor. These must be arranged in advance with the Solutions Desk Manager. In general, art work may be in place for up to six months and other exhibits may be in place for up to three days.

Second Floor Meeting/Study Rooms

* The priority for the use of all meeting/study rooms is for the service of student needs. The rooms can be reserved for small meetings that meet the mission of the university (e.g. meeting with an employer, faculty-led study session, student club meetings).
* Food and beverage catering is not allowed on the second floor, including food give-aways.
  + Offices located on the second floor may have food give-aways restricted to the immediate vicinity of the offices.
* During the regular workday (8:00 to 5:00), the professional staff on the second floor may reserve the meeting rooms, based on availability. The reservations must be made with a minimum 1-day notice.
  + The Outlook Calendar for each meeting room will be managed by the Solutions Desk Coordinator and by certain professional staff who will manage reservations during the day, as follows –
    - The Great Room (204) on the second floor may occasionally be used for high-level, University-wide functions. But given that any special programming in Room 204 will necessarily be highly disruptive to normal student use, such events must be approved by senior administration.
    - 205, 206C, and 208: SASC professional staff
    - 221: Career Services and Internships professional staff
    - 227: Solutions Desk Coordinator
    - 228: First Year Experience Coordinator
* Any time in which a meeting room is not reserved will be first come, first served for student use.
  + Signs will be created for all meeting rooms to explain that all rooms are sometimes reserved, and that the day’s schedule is on the touch pad.
  + Students may not leave their supplies (lap top, books, clothing) in the room unattended beyond a short reasonable time. Commons student managers may remove unattended items if the owner has been away.
* The Great Room 204 is available for reservations for UNE-centered programming/presentations (e.g. Global Education programs, Financial Services programming, Admissions presentations). This area will be on Ad Astra and these requests will be directed to the Solutions Desk Coordinator.
  + Events scheduled for this area will generally be announced on the video screens and in the room.
  + Event set-up is limited to the use of the existing furniture. No additional furniture may be brought in with the exception of a stage, podium and additional chairs.
* The Reflection Room 209 is not available for reservations.
* The COM Lounge 234 is not available for reservations.
* The small meeting rooms, 236 and 237, do not have a calendar and touch pad and will not be available for reservations.

Third Floor

* The third floor is managed by Parkhurst.
* The meeting room (320) is available for reservations through Ad Astra.

**APPENDIX**

**Danielle Ripich Commons**

**Individual Room Reservation Policies**

**and Guide for Requesters**

**General Considerations**

* All rooms listed below can be reserved through Ad Astra.
* Reservations for non-University purposes are to be booked through Conference Services.
* The School Dude work order system must be used for event set ups. (see below for individual room policies)
* Following all reservations, it is the responsibility of the organization or department to clean the space used including decorations, trash, and food not delivered through Catering Services.
* Decorations are permitted with the following limitations:
  + No candles, wicks, open flames, incense/perfumes or the burning of any materials is permitted.
  + Items cannot be nailed, tacked, stapled, glued, taped or otherwise fastened to ceilings, walls, windows, columns, painted surfaces, and doorways.
  + Glitter may not be used.
  + Windows may not be covered under any circumstances. University signs cannot be covered or otherwise obstructed.
* The organization or department is responsible for the condition of the rooms rented during their reservation.
* Catering and food giveaways (unwrapped) are not permitted on the second floor.
* Study rooms are first-come, first-serve for use by students when not reserved.
* Second floor professional staff may reserve the study/meeting rooms 24 hours in advance.

**Commons 103** – Atrium (1st floor by granite stairs and plant wall)

* This room has glass windows/doors on two sides, 5 rocking chairs, a central seating arrangement of two sofas, 4 chairs and 2 benches.
* The area rugs and sofas are to remain in place.
* Event must be set up around the existing central seating arrangement.
* Tables and chairs may be brought in for an event using the work order system.
* No furniture can be placed on the seating platform by the plant wall.
* Performances must take place on the floor, and cannot take place on the seating platform.
* No furniture should be placed in front of the mechanical room door that cannot be easily moved in case of emergency.
* Tables can be placed in front of patio doors as they are not emergency exits.
* Patio doors can be unlocked upon request through the Solutions Desk attendant.
* The Waterfront Patio (which includes the fire pit) requires a separate reservation through Ad Astra.
* The outdoor fire pit can be turned on upon request at the Solutions Desk.
* Exhibition boards may be placed around the perimeter of the room for up to three days.
* Food and beverage catering is allowed.

**Commons 104** – Fireplace and dining area (1st floor by the Pub)

* One side of the room has a two-sided fireplace, two large L-shaped lounging sofas, two low seating areas, and a long bench with three dining tables and chairs and three booths facing the fire place.
* The other side of the room, by the Pub, has a variety of tall tables and chairs, and round and rectangular dining tables. Existing seating holds 90 people.
* This room includes a projector, screen and Solstice Pod.
* An HDMI cable is available upon request.
* The upholstered sofas, booths and tall tables must remain in place. The dining tables and chairs may be moved within the space.
* No furniture may be moved out of the room, excluding tall barstools which may be moved to the Game Room if necessary.
* Food and beverage catering is allowed on the first floor with the exception of the game room.
* A podium, stage and tables for catering and tabling may be brought in.
* There must always be at least a six-foot egress in the walkway from the back door to the lobby.
* The Waterfront Patio (which includes the fire pit and front of the building) requires a separate reservation through Ad Astra.
* The Pub Patio requires a separate reservation through Ad Astra.
* The fireplace can be turned on upon request at the Solutions Desk.
* The projector should be checked for power prior to event and preferably during regular business hours. Power outages and power surges can cause the system to shut down. ITS will need to respond to reset the system. ITS does not work on weekends.

**Commons 110** – Game Room (1st floor)

* Pool table and foosball table may not be moved.
* No furniture may be moved out of the room.
* Food and beverage catering is not allowed in this room.
* Tables and chairs may be brought in as space allows.

**Commons 203** – Overlook (2nd floor near Solutions Desk and plant wall)

*This space overlooks the Atrium. It can be used for tabling.*

* This space includes lounge chairs, a few low tables and a long table with two chairs.
* Food and beverage catering is not allowed.

**Commons 204** – Great Room (2nd floor by Global Education Kiosk)

*This space works well for events that require a large screen but no catering.*

* This room includes a mixture of seating with and without tables, a two-sided fireplace, and a projector, screen and Solstice Pod.
* The study tables and chairs may be rearranged. The privacy high-sided study chairs cannot be moved.
* A podium, stage and extra chairs may be brought in. 100 chairs fit comfortably with a podium. Use the work order system for your set up.
* Food and beverage catering is not allowed on this floor.
* An HDMI cable is available upon request.
* The projector should be checked for power prior to any event and preferably during regular business hours. Power outages and power surges can cause the system to shut down. ITS will need to respond to reset the system. ITS does not work on weekends.
* The fireplace can be turned on upon request at the Solutions Desk.