

GraSPP Room Use Guidelines

Followings are to set general rules for students' use of GraSPP facilities in Akamon General Research Building and International Academic Research Building.

I Akamon General Research Building

1. Rooms open to students

4 th floor, Akamon General Research Building			
Name	Seats	Equipment	How to enter
Student Study Room N Student Study Room W	54 30		Unlock with student ID card
PC Room	24	8 computers and a printer	Unlock with student ID card
Discussion Space 1-5	6 each		Open for 24h
Student Locker Room			Open for 24h
Student Lounge			Open for 24h
Reflection Room			Open for 24h Located inside Student Lounge

2. Available days for students

- 1) Students always may use the rooms listed above. Unavailable dates will be announced to students in advance.

3. Important notes for using Student Study Rooms and Computer Lab

- 1) Keep quiet and refrain from disturbing others in the room. Set your cell phone to silent mode and refrain from talking on the phone.
- 2) Eating and drinking are not allowed in the room except for the beverage in spill-proof bottles.
- 3) Do not occupy desks with your personal belongings.
- 4) Use the room and its equipment with care. Do not damage them.
- 5) To save energy, turn off all the lights, air conditioners, and computers when you do not use them or leave the room. Close the windows after use.
- 6) GraSPP delegates the use of the rooms to its students as long as they take good care of using the rooms in an autonomous way following the notes above.

In case students do not follow these notes and inappropriate use is found, GraSPP Office will limit students' room use.

4. How to use Discussion Spaces

- 1) Items 2)-6) of the above "Important notes for using Student Study Rooms and Computer Lab" are applied.
- 2) Contact GraSPP Student Council to reserve Discussion Space.

5. Important notes for using Student Locker Room and Student Lounge

- 1) Use lockers with students' own responsibilities.
- 2) Eating and drinking are allowed in the Student Lounge. Use Lounge and its equipment with care, do not damage them. To save energy, turn off all the lights and air conditioners when you leave.

II International Academic Research Building

1. Rooms open to students

12 th Floor, International Academic Research Building		
Name	Seats	How to use
Seminar Room A	36	Reservation required at GraSPP Office
Seminar Room B	24	
Seminar Room C	24	
Seminar Room D	24	
Seminar Room E	36	
Seminar Room F	12	

2. Available days & time for students

- 1) Students always may use the rooms listed above. Unavailable dates will be announced to students in advance.
- 2) Rooms can be used from 9:00 am to 10:30 pm.

3. How to use Seminar Rooms

- 1) Seminar Rooms can only be booked for GraSPP students' study group.
- 2) Room reservation is required at GraSPP Office.
- 3) Seminar Rooms can be used for 2 hours, but can be extended if available.
- 4) GraSPP's courses and events have priorities of using the Seminar Rooms. GraSPP Office may cancel students' reservation when needed.

4. Important notes for using Seminar Rooms

- 1) Eating and drinking are not allowed in the room except for the beverage in spill-proof bottles.
- 2) Use the room and equipment with care. Do not damage them.
- 3) In order to save energy, turn off all the lights and air conditioners when you do not use them or leave the room. Be sure to close the windows after use.
- 4) In case students do not follow these notes and inappropriate use is found, GraSPP Office will limit students' room use.