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## ANTHROPOLOGY STUDENT MEETING SPACE POLICY

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The Department of Anthropology has available several meeting rooms that can be booked for student use when they are not occupied with class meetings or tutorials, or being used by Anthropology faculty and staff for department activities.

### Instructor-initiated bookings for students:

- Course instructors or their delegates (Teaching Assistants) can book **tutorial rooms SSC 3207c, 3221, 3220, and 3219** for student use when class members in their courses need to meet in groups to plan or prepare course-related group projects.
- Instructors or TAs should contact department staff to arrange room bookings.
  - Email contact is preferred – write to [anthro-staff@uwo.ca](mailto:anthro-staff@uwo.ca) – to reduce interruptions.
  - Please specify the course, purpose of the booking, and the preferred day and time.
  - You will receive a response by email confirming your room reservation details.
- Instructors or TAs should arrange to let the students in the reserved room(s), and ensure that they have left the room in good condition and locked at the end of the reservation.

### Undergraduate student-initiated bookings:

- Anthropology undergraduate students (registered in any module) can reserve **seminar room SSC 3330** for meetings related to their studies in Anthropology (e.g., course-related meetings, organizational meetings for anthropology events, etc.).
- Room availability can be checked by reviewing the schedule posted on the room door.
- Students should contact department staff to arrange room bookings.
  - Room bookings must be done by email – write to [anthro-staff@uwo.ca](mailto:anthro-staff@uwo.ca) – to reduce interruptions. Be sure to write from your UWO email address.
  - Please specify your name and student number, the purpose of the booking, and the preferred day and time.
  - You will receive a response by email confirming your room reservation details.
  - Go to the main office to be let into the room at the time you have it booked.
- Booked rooms can be used during department office hours (Mon-Fri 8:30 am-4:30 pm).

### Graduate student-initiated bookings:

- Anthropology graduate students can reserve department meeting, tutorial or class rooms for purposes related to their activities in the Anthropology program
- Graduate students should contact department staff to arrange room bookings.
  - Room bookings must be done by email – write to [anthro-staff@uwo.ca](mailto:anthro-staff@uwo.ca) – to reduce interruptions. Be sure to write from your UWO email address.
  - Please specify your name, the purpose of the booking, and the preferred day and time.
  - You will receive a response by email confirming your room reservation details.

### Other guidelines for the use of department space:

- People should behave professionally at all times when using Anthropology department space, as these rooms are part of our shared work environment.
- Please keep noise to a minimum.
- Please bring only lidded beverages into these rooms.
- Please leave all furnishings in the room as you found them.
- When you are finished, please leave the room clean, turn off the lights, and ensure the door is closed and locked.