MEMORANDUM OF UNDERSTANDING
between
THE OFFICE OF GRADUATE STUDIES, THE GRADUATE STUDENT ASSOCIATION
and the POSTDOCTORAL SCHOLAR ASSOCIATION
regarding
USE OF SPACE IN
THE GRADUATE & PROFESSIONAL STUDENT CENTER AT WALKER HALL

This memorandum of understanding will commence upon occupancy of the Graduate & Professional Student Center at Walker Hall and will remain in effect in perpetuity. This MOU may be revised if agreed to by all parties.

Background
The Office of Graduate Studies (OGS) and the Graduate Student Association (GSA) share an interest in utilizing the renovated Walker Hall collegially. We recognize the mutual gain for graduate students and postdoctoral scholars in programmatic collaboration and the benefit to the University from partnership and responsible sharing of resources. The space resources in Walker Hall are important components to the campus in serving professional development and community needs; the balance of needs is essential to a healthy learning community.

Classrooms
The classrooms are described as the three instructional spaces located in the wings of Walker Hall: one large fixed seat classroom and two medium flexible classrooms. Agreement on use of these classrooms is codified in separate MOUs with the Office of the University Registrar and Campus and Events Services.

Shared Non-Classroom Spaces
These spaces are described as any of the building multiuse rooms not under the control of the Registrar and are noted below and in the enclosed priority use rubric. Priority for reserving these spaces is explained in the attached priority use rubric. A Walker Hall Space Coordinating Committee shall be established with representatives of each building tenant who will meet monthly to review space requests and resolve issues or conflicts. OGS and GSA agree that the Postdoctoral Scholar Association (PSA) is considered a tenant of the building for scheduling priority. OGS agrees to operate and maintain a scheduling system for these non-classroom spaces, agrees to maintain the spaces, and to offer event support staff and may charge an hourly rate for services. GSA agrees to contribute annually towards the cost of maintenance of shared spaces, their equipment and furniture. Maintenance reserve contributions by each tenant shall be discussed and agreed to with the Walker Hall Space Coordinating Committee.

Graduate Learning Commons and Courtyard
This space is described as the west courtyard and open commons adjacent to the GSA and PSA offices intended for graduate/professional student and postdoctoral scholar gathering and study. The GSA holds priority use of this space to create community amongst graduate and professional students, which includes weekly coffee/bagel/donut days and other GSA-sponsored activities. Should OGS, PSA or another graduate/professional student organization wish to use either or both of these spaces for an event, a reservation request will be submitted to the Walker Hall Space Coordinating Committee for approval via the facility manager.
Conference/Multiuse Rooms

The conference/multiuse rooms are described as the spaces located on the first floor of Walker Hall intended for workshops, speakers, conferences, meetings, or other events. These spaces will be open to OGS, the GSA, PSA, other graduate or professional student organizations, and campus units to schedule via the scheduling system operated and maintained by OGS. OGS and GSA agree that they will share scheduling priority with each other and the PSA in advance of any other organization’s access to these spaces and may exercise “bumping rights” over non-tenant reservations. It is not expected that OGS, GSA or PSA will “bump” each other.

Small Examination/Practice/Study/Interview Rooms

The small examination/study rooms are described as the 5-6 person capacity spaces intended for graduate/professional students and postdoctoral scholars to practice oral presentations (including job talks and conference presentation) and to practice take qualifying examinations, defend their theses or dissertations, and for small group study. These spaces will be open to any individual graduate/professional student, postdoctoral scholar, or tenant for reservation via the scheduling system operated and maintained by OGS. The family study room will have priority scheduling for graduate or professional students studying with children.

Quiet Study/Writing Room

This room is described as one multiuse room intended for quiet study and writing. This room is to remain open for as long as security can be maintained, which is at least the operational hours of the building. This room will not normally be available for reservation.

First Floor Kitchen

The enclosed kitchen on the first floor will be maintained for exclusive use of the GSA and OGS on a daily basis, and GSA and OGS agree to maintain separate refrigerators and lockable storage cabinets. Any shared appliances will be cleaned by the last user. Should an outside group reserve a shared space on the first floor and request access to the kitchen for their event, GSA and OGS agree to allow access to the space, and will require the user to maintain and clean the kitchen and appliances. Such an outside group will only have access to the refrigerator controlled by OGS (the GSA refrigerator may only be accessed by GSA for GSA activities).

I agree with the terms outlined in this Memorandum of Understanding and enclosed priority rubric:

Jeffrey C. Gibeling  
Vice Provost—Graduate  
Education, and Dean—Graduate  
Studies  
8/10/15

Ralph Washington, Jr.  
Chair of the Graduate Student  
Association  
10 August 2015

Jonathan Ashby  
Chair of the Postdoctoral  
Scholar Association  
8/10/2015
Scheduling Priorities for the Graduate and Professional Student Center @ Walker Hall

Standard Priorities:

**Tenant Use: OGS, GSA, PSA**

1st
Professional development or skill-building workshops open to all graduate/professional students and/or postdoctoral scholars sponsored or co-sponsored by building tenants.

2nd
Events, social or professional, open to all graduate/professional students and/or postdoctoral scholars sponsored or co-sponsored by building tenants.

3rd
Meetings or other activities for select groups of students, postdoctoral scholars, or graduate faculty/staff sponsored or co-sponsored by building tenants.

**Non-Tenant Use**

4th
Professional development or skill-building workshops, or events (social/professional) open to all graduate/professional students and/or postdoctoral scholars.

5th
Meetings or other activities for select groups of graduate/professional students and/or postdoctoral scholars.

*Scheduling of any other activity or for any other audience is allowed if not in conflict with any of the above priorities.*

<table>
<thead>
<tr>
<th>Space</th>
<th>Priority</th>
<th>Bldg Tenant (OGS, GSA, PSA)</th>
<th>Grad/Prof Students or Orgs, Postdocs</th>
<th>Other Campus Units or Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Workshop Room (80 cap)</td>
<td>Standard</td>
<td>May reserve 24 months in advance</td>
<td>May reserve 3 months in advance, no more than 4 hours a week*</td>
<td>May reserve 1 month in advance, no more than 4 hours a week*</td>
</tr>
<tr>
<td>West Medium Workshop Room (40 cap)</td>
<td>Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Workshop Room (40 cap)</td>
<td>Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Exam/Study Rooms (4 @ 6 cap)</td>
<td>Grad student exams, practice, or defense</td>
<td>May reserve 3 months in advance</td>
<td>May reserve 3 months in advance</td>
<td>Not available</td>
</tr>
<tr>
<td>Small Family Study Room (1 @ 6 cap)</td>
<td>Grad students studying with children</td>
<td>Not available</td>
<td>May reserve 3 months in advance</td>
<td>Not available</td>
</tr>
<tr>
<td>1st Floor Kitchen</td>
<td>Standard</td>
<td>Daily use</td>
<td>May be reserved when also reserving a conference/workshop room; client is responsible for cleaning</td>
<td></td>
</tr>
<tr>
<td>Learning Commons &amp; West Courtyard</td>
<td>GSA Activities</td>
<td>May reserve 24 months in advance</td>
<td>May be reserved by exception by the Walker Hall Space Coordinating Committee.</td>
<td></td>
</tr>
<tr>
<td>Quiet Study/Writing Room</td>
<td>Standard</td>
<td>To remain unscheduled for quiet study and writing; may be reserved by exception by the Walker Hall Space Coordinating Committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*additional hours reserved by exception by the Walker Hall Space Coordinating Committee*