

Regulations for Use of the Fireside Lounge

[Approved by the Vice President for Student Affairs on March 1, 2002, amended July 30, 2002, October 26, 2004, March, 2005]

The Fireside Lounge (Room 303) of The Commons is a designated space for informal gatherings of UMBC faculty and staff from 7 a.m. to 1 p.m., Monday through Friday. From 1:30pm – 10:00pm, the Fireside Lounge may be scheduled for small, special events scheduled through Campus Scheduling and Guest Services, according to the regulations that follow below. Examples of the kind of event that might be approved for scheduling during the fall and spring semesters: a reception for University guests or a departmental activity that warrants the use of an intimate space.

Types of Scheduled Use

1. The types of uses for which the Fireside Lounge may be scheduled during the fall and spring semesters are honorific, celebratory, governance committee socials, or media events with anticipated attendance of 25 or fewer or departmental meetings; however, use of other meeting rooms in the Commons should be the first choice and will normally be assigned before the Fireside Lounge is reserved. The room should not normally be scheduled for retreats, workshops or meetings when other rooms are available in the Commons.
2. The Fireside Lounge may be scheduled only by UMBC Governance committees or Campus-based users except as approved by the Vice President for Student Affairs.
3. The Fireside Lounge may be scheduled for one of the purposes given above during the hours of 1:30 p.m. and 10 p.m., Monday through Friday, and 10 a.m. and 9 p.m. on Saturdays and Sundays.
4. A request to schedule the Fireside Lounge must be:
 - a. made through the Campus Scheduling and Guest Services Office at least 10 working days in advance of the event; and
 - b. approved prior to advertisement of the activity.
5. Requests to schedule are considered on a first-come, first-served basis.
6. The Fireside Lounge is closed when The Commons is closed.

During the winter and summer sessions, because informal use is somewhat reduced, slightly more relaxed scheduling procedures may be used. The nature of the Fireside Lounge as a place for informal, unscheduled gatherings of faculty and staff, however, will not change during the winter and summer sessions, and informal use is still promoted and encouraged.

Fireplace

1. The fireplace may be operated by The Commons Operations staff only and operated as outside weather conditions warrant.
2. Nothing may be burned or cooked in the fireplace.

Alcohol

1. Alcohol may be served and consumed in the Fireside Lounge only in connection with an event scheduled in the Lounge or Skylight Room that follows the UMBC Alcohol Policy and is approved in advance by the vice president for student affairs and operated/run by the Commons staff or Sodexo Catering services.
2. No one may carry alcoholic beverage containers from the Fireside Lounge to any other part of The Commons.

Posting or Hanging of Objects

1. Nothing may be posted or hung on ceilings, doors, walls or glass.

Furniture

1. Users may not move or stand on furniture.

Cleanliness

1. Users must clean up after themselves and report damage or spills immediately to Operations Staff.

Smoking

1. Smoking is not permitted in any part of the building. Smoking areas are designated away from the entryways to the building near outdoor ashtrays. When smoking outside of the building, dispose of cigarette butts in ashtrays.

Related Policy

See Division of Student Affairs Procedure 7-1 "Regulations for Use of The Commons by Members of Student Organizations and Administrative Offices."

Original Copy and Amendments

The original copy of these regulations is maintained by the Office of the Vice President for Student Affairs. These regulations may not be amended without the approval of the vice president for student affairs. Amended regulations will contain a date of issue and an amended number.

Phone Numbers

The Commons Operations	455-3456
Campus Scheduling Office	455-3615

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Division of Student Affairs Procedure 7-2
Regulations for Use of the Fireside Lounge
March 1, 2002 (amended July 30, 2002)(currently under revision, August 28, 2003)

Approved as amended:

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Charles J. Fey, Ed.D.
Vice President for Student Affairs
July 30, 2002