

## **IOP HOUSE GUIDELINES**

Welcome to the Institute of Politics!

We ask for your cooperation with, and adherence to, the following guidelines so as to ensure the IOP House, located at 5707 South Woodlawn Avenue, is a welcoming and productive place for all.

These guidelines may be amended or updated at any time. Updates will be posted in the IOP House and disseminated as appropriate.

### **Parking**

The parking spaces behind the IOP House are reserved exclusively for staff of the IOP and for special guests. Students or guests of students are not allowed to park at any time in the alley behind the IOP House or behind the Paulson Institute building. Unauthorized vehicles will be towed.

### **Building Access**

The IOP House is open to the public during the following times (“business hours”):

- Monday-Thursday 9am-8pm
- Friday 9am-5pm

The IOP House may be open before or after business hours (including weekends) for scheduled events. Staff members, student interns and members of the Student Executive Board will have 24/7 access using their ID on the card readers located at the external doors of the building as well as the interior stairway doors and elevator. Student access is limited to the first and lower level floors during non-business hours.

### **Public Areas**

Students are encouraged to use the first floor Living Room and lower level Student Workroom for meetings, studying, discussions or watching television. Campus organizations are able to reserve either space in advance by contacting the IOP directly. For any such use of the IOP Living Room or lower level Student Workroom, the room set up (e.g., tables, chairs) should be returned to the same configuration in which it was found.

The third floor table space is to be used primarily for quiet work or study, for Fellows Ambassador meetings, or for SEB Fellows Committee meetings. At all times, we ask that noise in this area be kept at a reasonable level.

### IOP Offices & Printers

The second and third floors of the IOP House are where primary business functions of the IOP occur and where Fellows and guests spend much of their time at the IOP. Professional conduct is of the utmost importance on these levels. The staff and Fellows on these floors should be able to expect that their spaces will be free from disruption and that their personal items will be safe and secure in these spaces. Offices anywhere in the IOP House are to be used only by the IOP staff, Fellows, or student interns assigned to those offices. Additionally, IOP printers and copiers are to be used only for IOP-related printing and copying.

### Refrigerators & Kitchen

Please do not take any food out of any IOP refrigerator that is not yours. Many staff and student interns bring their lunches or dinners and keep them in the refrigerators. If there is extra food remaining from an event, please ask a staff member first before you help yourself.

If you or your organization is using the first floor kitchen for any reason, we ask that you clean up all food afterward and clean and put away all utensils and equipment.

IOP refrigerators are cleaned out every Monday and any remaining food will be disposed of at that time.

### Cleanliness

We appreciate your cooperation in keeping all spaces inside and outside the IOP House free of litter. Please keep the area in which you are working tidy and clean up after yourself when you leave.

### University Policies

Please note that the IOP House Guidelines are in addition to, and not in lieu of, the University's policies set forth in the UChicago Student manual (<https://studentmanual.sites.uchicago.edu/university>).

If you have any questions about the IOP House Guidelines, please contact [politics@uchicago.edu](mailto:politics@uchicago.edu).