

JHN 141 Usage Policy

Purpose

The purpose of this policy is to ensure the proper usage and maintenance of the ESS Common Room (Johnson Hall room 141) so that it continues to be a functional and pleasant space for all ESS community members.

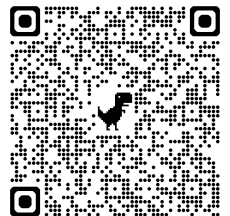
Scope

This policy applies to all members of the ESS Department, including faculty, staff, and students.

Policy Statement

Section 1: Room Usage and Access

- JHN 141 is designated as a community space for all to gather and converse.
- The space serves as a community lunch room from 11:00 am - 2:00 pm. It is also accessible to community members outside these times, if not otherwise booked for a special event.
- Room access is made available by swiping one's Husky card (tap twice on first usage). If your Husky card does not provide access, send a query using the QR code.



Rules of Usage

1. No parties or large events without prior authorization.
2. Wash any dishes used prior to leaving the room. Do not leave dishes to dry in JHN 141. Please take your dishes with you.
3. Dispose of the garbage in the trash bin in the hallway outside of JHN 141.
4. Do not leave perishable leftovers in the refrigerator. Do not leave items in the refrigerator over weekends. Everything in the refrigerator will be disposed of weekly on Fridays.
5. The sink, countertops, tables, and other surfaces must be cleared and wiped down after each use.
6. Make sure to turn off the lights, and any electronics when you leave the room. Don't forget to close the windows.
7. Report any damages and/or breakages in a reasonably timely manner to the front office.

Use of JHN 141 will be revoked if Common Room Rules & JHN 141 Usage Policy are violated.

Section 2: Booking Policy for Special Events

- Events that foster community development will be the priority when booking this space. JHN 141 can be reserved for special events on an ad hoc basis, and should be requested at least 2 weeks before the event to allow a notice to be posted for at least a full week ahead of the event.
- Please reach out to the Front Office (essfrontdesk@uw.edu) to discuss reserving the space.

Regular “university business” meetings such as courses, weekly seminars, research group meetings, staff meetings, committee meetings, etc., should be booked in one of the departmental conference rooms (JHN 070, 241, ATG 210, or the QRC) rather than JHN 141, which is the only departmental space open to all ESS community members.

Update History

July 2025, January 2025