



# UNIVERSITY OF THE PHILIPPINES CEBU

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## University Library Learning Commons Room Use Policy and Guidelines

The Makerspace at the Learning Commons Annex is purposely designed to foster a collaborative learning environment, where students, faculty, staff and REPS can engage with one another, innovate, and develop research outputs.

Learning Commons is open from Monday to Friday from 8:30 AM - 5:30 PM, during regular class days, and on Saturdays from 8:30 AM - 4:30PM. It is closed during Semestral Break, ISIP, and Lenten break.

The **Conference Room** and **Discussion Rooms** are equipped with tables, chairs, a SMART TV with network connectivity, and audiovisual equipment, for group study sessions, meetings, presentations, and STRICTLY for academic and collaborative purposes only of the University of the Philippines Cebu community only.

The **Workshop Room** is equipped with tables and chairs, a comfortable sofa and center table to support academic learning, collaborative activities, creativity, and workshops aligned with the academic and cultural objectives of the University of the Philippines Cebu.

The **Plug and Play: Reading Area** is a designated reading and study space for students, staff, REPS, and faculty members intended to support independent learning and research.

### GENERAL RULES AND POLICIES:

The Learning Commons has the following learning spaces available for use and upon approval of reservation:

Learning Spaces	Capacity	Location	Allowed Users	Advanced Booking	Same Day Booking
Conference Room	min. 10 - max. 13 pax	Ground Floor	Faculty, REPS, Staff only	Required	Subject to availability
Workshop Room	min. 10 - max. 15 pax	Second Floor	Faculty, REPS, Staff, Students	Required	Subject to availability
Discussion Rooms 1,2,3	min. 6 - max. 8 pax	Second Floor	Faculty, REPS, Staff, Students	Required	Subject to availability
Plug & Play: Reading Area	Min. 35 -40 max.	Second Floor	Faculty, REPS, Staff, Students	Not required	Not Applicable



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### Rules and Policies for the Discussion Rooms, Workshop Room, and Conference Room:

1. The Learning Commons Spaces are available for use by all officially enrolled students, faculty, staff, and REPS of the University of the Philippines Cebu. Non-UP organizations and agencies shall not be allowed to use Discussion, Workshop, and Conference rooms.
2. Fair and equitable access must be observed at all times to prevent monopolization. The library shall implement a system that limits consecutive reservations by the same users.
3. An active UP Mail account is required for room booking, and all reservations must be made at least two days in advance through [ROOMS](#); walk-ins will only be accommodated subject to room availability.

For ROOMS account inquiries, kindly email the Information Technology Center.

4. One representative from the group shall approach the in-charge for booking confirmation and shall bring the UP student ID and faculty or staff ID.
5. Use of the room is limited to a maximum of **2 hours**. Extension of use may be considered subject to the room's availability.
6. Use of the rooms is on a **first come first served basis**, but prior reservations should be made for guaranteed availability.
7. Cancellations must be made at least one (1) day in advance to allow sufficient time to accommodate others who may need to reserve the time slot.
8. The library reserves the right to cancel reservations for groups who fail to show up within the first 15 minutes of the scheduled reservation.
9. Users shall maintain a respectful and collaborative environment. Disruptive behavior will not be tolerated.

Prohibited activities inside all rooms include, but not limited to:

- Eating and drinking
  - Loud noise
  - Playing cards/board games/musical instruments
  - Gambling
  - Bringing in another furniture and chairs
  - Leaving personal belongings unattended
10. All equipment, tools, and materials in the Makerspace must be used with care. Users are responsible for following the safety guidelines for each tool. Any damage or malfunction must be reported immediately.



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11. Gadgets and other personal belongings left unattended for more than 15 minutes will be forwarded to Safety and Security Unit. The library is not liable for any lost or stolen items.
12. Users are expected to keep the space clean and organized. All equipment must be returned to its proper place after use, and users must dispose of waste appropriately.
13. Certain equipment or activities may require supervision or prior training. Only authorized personnel may supervise such activities.
14. Users are liable for damages and/or losses resulting from negligent use of the facility.
15. Bags, backpacks, and the like should be placed at the designated bag counter area at the Discussion Hall.
16. Footwears should be taken off and placed at the designated Shoe Cabinet under the stairs before going up to the Makerspaces. Wearing socks is required at all times for hygiene purposes.
17. The library reserves the right to approve/disapprove the use of discussion, conference, and workshop rooms.
18. Anyone caught violating any of the rules above will forfeit their room use privileges and shall be asked to immediately leave the premises.