

## EXP Building Use Guidelines

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At Northeastern University, partnerships drive progress. Our EXP is the second science building enhancing Northeastern's commitment to creating a globally networked ecosystem for research, innovation, and entrepreneurship. Our EXP Building will further the horizons of science, engineering, teaching, and creating.

The following guidelines have been drafted in order to ensure that all members of the university's community can access the space to participate in collaborative research and learning. When looking to access and/or use different spaces within EXP, or to learn more about how to support the upkeep of the building, please refer to the information in this document.

Thank you for your support and we look forward to seeing you in EXP!

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## EXP Event Space (Classroom Soft Space/Classrooms)

### Reserving EXP Event/Classroom Space

The EXP classroom soft space (205) and classrooms (201, 202, 203, 204, 310 and 311) are available for events, but must be reserved through the Office of the Registrar.

To reserve these locations, log into your [me.northeastern.edu](http://me.northeastern.edu) account and click the following: Resources > Campus Space & Events > Academic Classroom Scheduling. This will take you to 25Live, NU classroom assignment software. You can begin by checking space availability by date or location, then proceed to “Create an Event”. Once you have added the event to 25Live, it will be reviewed, and a determination will be made if the venue is available and/or appropriate. You will either receive confirmation or a request for further information. If you need further assistance, refer to the information under the following section on [25Live Guidelines](#).

- Reservation policies, space available, and cost estimates can be found on [the Registrar’s webpage](#).

### Using EXP Classrooms

- If you would like to move furniture in the classroom, you must submit an [Event Services Request](#) to Facilities prior to your event. Only Facilities are authorized to move furniture in EXP.
- EXP Classrooms are only available to reserve Fridays after 5pm, weekends and holidays during the Fall/Spring semester.
- The EXP future café space is not part of the soft space and may not be used for any events.
- Food and drink are not allowed in the EXP classrooms. If you would like to serve food, you must also reserve the EXP soft space, which will incur a fee.
- Music is not allowed, even soft music – EXP researchers are hard at work, even on the weekends, and we cannot disrupt them.
- If you would like to set up a table anywhere in the soft space (such as a welcome or registration table), you must also reserve the EXP soft space, which will incur a fee.
- Approved caterers can use the EXP catering kitchen, by arranging with the [ISEC/EXP Operations Team](#), prior to your event.
- All EXP event drop-off and pick-up deliveries (catering, linens, furniture) need to be coordinated within the window of your event reservation (including the allotted set-up and break-down time). There is no space in EXP for event storage; please plan accordingly with vendors. The vendor delivery should be coordinated with Facilities event team through the Event Request Form.
- It is the responsibility of the event coordinator to make sure that outside caterers clean up and clear out the kitchen before leaving EXP at the end of the event.
- Event organizers are responsible for their guests during an event.
- All events must fall within the proper use protocols set forth by Northeastern University, which can be found here: <https://www.northeastern.edu/policies/>
- It is the event representative’s responsibility to make sure that any third-party vendor has a certificate of insurance on file with the University per Risk Services and the Office of the University Counsel.

## **EXPSPACE Multi-Use/Event Space**

The EXPSPACE is a large, multipurpose premier event space set on the top floor of the EXP Building at 815 Columbus Ave, Boston MA. The availability of this space is limited as this area is often used for University Signature special events and conditional the area's Senior Vice President approval.

### **Reserving EXPSPACE Floor Event/Multi-Use Space**

Advancement team manages the booking of EXPSPACE (the EXP 8<sup>th</sup> floor event spaces). To complete the space reservation process, as well as review the reservation policies, please fill out the [pre-approval form](#).

Upon submitting the form, requests are forwarded to the [EXP8event@northeastern.edu](mailto:EXP8event@northeastern.edu) for review and approval. The Advancement team will notify the requestor of the decision regarding approval, and the availability of the space.

### **EXP Security**

EXP entrances are open Monday to Friday from 6 a.m. to 10 p.m. and Saturday 6 a.m. to 6.p.m. but closed on Sundays. EXP lab users have key card access 24/7 to EXP entrances. EXP lab users should not open EXP entrances to unauthorized individuals and should make sure that all doors are closed and latched after they enter or exit EXP during off-hours.

The security of the laboratory spaces is crucial and all EXP occupants and laboratory users are accountable for maintaining them. Vendors need to follow the current Facilities access approval process and fill out the corresponding paperwork to get on the University's list of approved vendors, etc. The scheduling of the vendor's service shall be coordinated via the relevant responsible departmental point of contact. Finally, the department point of contact should communicate with their faculty members and students so that the occupants will be aware of any service that will be happening in and/or impacting their laboratory areas. Vendors need to enter via the loading dock and take the freight elevator. Without a vendor badge, the departmental point of contact can coordinate with the vendor on arranging for someone (DSO or designated personnel in the relevant department) to meet and escort the vendor to the exact work area, and to escort them out when the work is completed. These arrangements should be made in advance, and back-up points of contact in the respective laboratory group and/or department should be designated.

### **EXP Conference Rooms and Seminar Room**

#### Conference Room and Seminar Room Overview

There are many research groups in the building. The EXP conference rooms are used by EXP faculty and development. Thus, there is a high demand for EXP conference rooms. For that reason, there is a need to implement the following guidelines, with the shared goal of an efficient room reservation system. There are three sizes of conference rooms on most of the floors: large, medium, and small, each with different seating capacities.

The seminar room on the 6<sup>th</sup> floor is used by EXP faculty and development. The seminar room is primarily reserved for seminars, not for research meetings. Research meetings should be reserved in the conference rooms only. The seminar room cannot be reserved by students.

## Conference Room Guidelines

- EXP conference rooms are available for faculty who has lab space in EXP, but must be reserved through the [ISEC/EXP Operations Team](#). Any EXP conference room reservation request should include the following information: the meeting title and the name of EXP research group; the number of in-person attendees, date, time, and duration; and a copy of the meeting's Zoom or Teams link.
- EXP conference rooms are used ONLY for research meetings and cannot be used for office space or lab equipment demonstrations.
- EXP conference rooms are reserved for the use of faculty and research groups whose labs are currently in residence within EXP. Unless a lab has its primary space in EXP, they are not considered a resident EXP lab.
- Recurring reservations are valid only for the current semester.
- Weekly research group meetings should not exceed 2 hours per week, except if more than one EXP research group is involved in the same meeting.
- EXP conference rooms cannot be used to teach a class.
- EXP conference rooms cannot be used for events (e.g., group lunch or any group party).
- Meetings directly related to research will be given priority.
- EXP conference rooms cannot be reserved by graduate students.
- Office hours or capstone projects are not allowed in EXP conference rooms. Faculty can reserve a classroom through the Office of the Registrar using 25Live via [me.northeastern.edu](http://me.northeastern.edu) for these purposes.
- For any meetings needing to last more than 3 hours (e.g., outside agency that is reviewing a grant, etc.) please contact the [ISEC/EXP Operations Team](#) for help with coordination.
- Due to the high demand and limited availability of conference room space in EXP, particularly for larger groups, the ISEC/EXP Operations Team books conference room spaces strategically, based on the room capacity and the requester's expected number of in-person attendees. If the large conference rooms are not being utilized according to the room size, the ISEC/EXP Operations Team reserves the right to relocate these meetings to smaller rooms.

There are additional parameters for use of the conference rooms and seminar room:

- The conference rooms are not generally available for booking requests from outside of EXP.
- EXP conference rooms cannot be reserved for students, but Northeastern students can walk-in and use any conference room to study if it is empty/available. Currently enrolled students can reserve a conference room that is available for students in other spaces at Northeastern through this [link](#).

## Conference Room Housekeeping

Please keep in mind that the next meeting in this room could be with a potential donor for your research, your department, or your college. With this in consideration, please heed the following:

- Be sure to turn off the lights and close the door when leaving the conference room.
- Do not leave anything behind.
- Please clean the markerboard and leave the room looking neat, with chairs pushed in.
- Do not remove anything that you find in the conference room, including chairs, door stops, any computer accessories, whiteboard markers, and erasers.
- Please do not disconnect or change the settings of the camera or other AV connections.

- Food in EXP conference rooms is only permissible for meetings of strategic importance to the university. Due to the high volume and demand of these types of meetings in EXP, we need to ensure cleanliness and seamless transitions between meetings. However, if you are hosting a meeting of strategic importance to the university and will be serving food in a conference room, please be aware that food scents will linger, as the conference rooms were not designed for food consumption and cannot properly ventilate scents out of the room. Please choose food with little to no smell (such as deli sandwiches or salad) and remove all food packaging and food waste from the room immediately after the meeting. The trash bins in the conference rooms are small, so please use the Kitchenette trash bins for this purpose.

### Use of Audiovisual Software

Audiovisual systems in the EXP Auditorium, classrooms, and conference rooms are supported by University IT Services.

If you have any questions or need assistance with any AV troubleshooting, contact the IT Service Desk for help. Call 617-373-HELP [4357], email [help@northeastern.edu](mailto:help@northeastern.edu), or submit a request through the Tech Service Portal: <https://service.northeastern.edu/tech>

EXP conference rooms are equipped with Microsoft Teams Collaboration Rooms, which support collaborative meetings through video and content sharing devices, where everyone can be included regardless of their location. To get started, just invite the room to be a participant in any meeting, call, or presentation. Direct link about using EXP Microsoft Teams Collaboration Rooms conference room: [https://service.northeastern.edu/tech?id=kb\\_article&sys\\_id=c8409b9e1bbf345457dea755604bcb29](https://service.northeastern.edu/tech?id=kb_article&sys_id=c8409b9e1bbf345457dea755604bcb29)

### **Keeping the Building in Top Condition**

Any changes to the physical building may only be made with approval by the Assistant Vice Provost of ISEC/EXP Operations and by submitting a Space and Capital Project Request (SCPR). This includes furniture orders, renovations, painting, etc. Please check in with the Assistant Vice Provost of ISEC/EXP Operations, before submitting the SCPR to initiate this process.

Lab samples, packages, or hazardous materials are not allowed in EXP passenger elevators. ONLY the service/freight elevator should be used for those materials.

### **Ads, Fliers, and Posters on the Wall**

No ads, fliers, posters, or banners may be affixed to walls, glass, doors, or railings. The fliers will be removed by Facilities. Materials may be posted on easels only for events. Please contact the Assistant Vice Provost of ISEC/EXP Operations for approval.

### **EXP Offices**

The vision for the EXP building was to create a center for interdisciplinary collaboration through visual connectivity and transparency between spaces. It is for this reason that the building is designed with clear glass walls instead of solid partitions. Each office has been furnished with a clear glass sidelight, and it is building policy to have no window treatment or postings on office sidelights or any partition that blocks

the glass to maintain the integrity of the open and transparent building concept.

Items placed on offices' and labs' windowsills are not allowed, as it will damage the very expensive shades and change the glass transparency. Equipment and furniture against the glass walls between the write-up spaces and the labs are not allowed.

The following items are not allowed in EXP offices or write up spaces: Sun lamps, space heaters, halogen lamps, decorative lights, electric percolators, and all other electric cooking equipment including hot plates, panini presses, toaster ovens, toasters, and microwave ovens. Lights that directly assist in reading or other work functions are permitted.

Storing food in the write up spaces is discouraged – perishable meals for the day can be stored in the communal Kitchenette refrigerators; the researchers should use lockers or under-desk cabinets to store personal size snacks. Refrigerators, water coolers, bikes, and scooters are not allowed in the lab write up spaces.

### **Facilities Work Requests**

*When should I submit a work request?*

Submit a work request through [me.northeastern.edu](http://me.northeastern.edu) for any office or lab maintenance issue, for example: Key card reader needs battery replacement; bad smells; cleaning issue; HVAC issue; and need for soap or paper towel refill in the labs and the Kitchenettes.

*How do I submit a work request?*

Go to: [me.northeastern.edu](http://me.northeastern.edu) > Resources > Campus Space and Events > Facilities & Residential Life Work Request

### **Bicycle Room**

Short-term bike parking is available in the EXP bike room on the first floor or designated outside areas with bike racks. Door access to the bike room will be given to EXP faculty, staff, and graduate students who use their bike for commuting upon request. To register your bike please contact [ISEC/EXP Operations Team](#).

#### EXP bike room policy

- The EXP bike room is only available to EXP occupants doing work in the building. If they are not in EXP their bike cannot be in the EXP bike room. No other bikes may be stored in the EXP bike room.
- EXP bike room users should check the weather in the morning, if there is a storm that will prevent them from riding their bike at the end of the workday, they should not bring their bike to EXP that day.
- Bikes should not be stored overnight in the EXP bike room.
- No bikes are allowed in the lobby, corridors, entranceways, labs, elevators, or common areas, nor is it permitted to lock them in other parts of the building.
- All bikes should have the EXP bike registration tag.
- The EXP bike room will be checked daily and any bike that is in violation of the above guidelines will be removed without notice.

## Recycling

Empty cardboard boxes must be recycled and should not be left in any EXP common spaces or outside labs or offices. Each floor has a recycling hamper for cardboard box recycling which is kept in a dedicated storage location near to the service elevator. Empty cardboard boxes should be removed from the lab regularly.

A work request should be submitted if there are many cardboard boxes after a lab cleanout, or for removal of wooden pallets. Wooden pallets should not be stored in the write up spaces or in the lab. Pallets are not permitted in write up spaces. Pallets are permitted in lab spaces only for the immediate purposes of either receiving or removing lab equipment. A work request for removal of the pallet shall be placed immediately after the lab equipment is removed from the pallet.

The EXP battery collection bin is in the Recycling room (EXP 106E). For more info, please go to <https://facilities.northeastern.edu/materials-recycling/recycling/>

## Animals/Pets in EXP

For full information on the University's policies on pets on campus, please read the [Policy on Pets on Campus](#).

## Common Areas/Shared Space

### Mailroom

EXP does not receive mail directly from any carriers (e.g., FedEx, Amazon, UPS, etc.). Northeastern University has two central mail and packages receiving facilities: Mail Services and Transportation. Northeastern University's Boston Campus mailing address should be used; do not use the EXP street address.

Please note, EXP mail delivery is only available for faculty whose primary lab is located in EXP. All other mail will be re-directed back to campus mail for re-routing through Transportations/Mail Services to the appropriate primary lab location or the academic department. The ISEC/EXP Operations Team are not able to track the status of packages once they have left EXP. In addition, all bulk orders for event purposes (water, soda, juice, etc.) need to be delivered to the warehouse (1 Marbury Terrace), not to the Columbus Place mail room. Mail Services does not have the capacity to deliver bulk orders to EXP. Please contact [ISEC/EXP Operations Team](#) for more information about EXP packages and mail receiving, and shipping process.

### Kitchenette and Lounge on Each Floor

The Kitchenettes and lounges are common areas intended to serve the building's users: Northeastern faculty, staff, visitors, graduate students, and undergraduate students. These spaces are not designed to be used for events; they are not large enough to host events without disrupting the intended use by the occupants and students. Hosting an event in these spaces could exceed the maximum occupancy allowed and violate the fire code. The EXP 2<sup>nd</sup> floor classroom soft space and classrooms and EXPSPACE at 8<sup>th</sup> floor are the only EXP spaces that can be used for events (see the Event Space sections of this document).

### Communal Kitchenette/Housekeeping

- The following items are not allowed in EXP Kitchenettes: hot plates, panini presses, or toaster ovens.
- Communal Kitchenettes and refrigerators are not for long term food storage, but only daily use.
- Raw meat, poultry, and seafood are not allowed in the communal Kitchenettes' refrigerators and freezers. Any raw meat, poultry, and seafood that is found in the communal Kitchenettes' refrigerators and freezers will be discarded.
- Wet dishes should not be left to dry on the Kitchenette counter, this will damage the countertops.
- Any personal dishes and utensils left unattended on the Kitchenette counters or sinks will be discarded.
- No food should be disposed of in the Kitchenette sinks, as there is no disposal and doing so will clog the sink.

### Northeastern Alcohol Policy

Per Northeastern Alcohol Policy, serving alcohol is not allowed in the EXP open kitchens or any common spaces: *"Alcohol may only be served on campus in locations that are deemed by NUPD and/or Office of Risk Services to have controllable access"*. For more details, please see <https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/8/805/files/2020/09/alcohol-guidelines.pdf> and <https://risk-services.sites.northeastern.edu/alcohol-guidelines/>

### Shower Rooms

EXP showers are shared space, with husky card access. Any items left unattended will be discarded. Towels and personal items must be removed after leaving the room. Users should leave the shower room neat and clean exactly as they find it.

### Laboratory Shared Space

Laboratories, offices, other physical space, and equipment supporting Northeastern University activities are valuable and limited resources requiring active management and continuous stewardship. Shared resources among university members can be assigned to address diverse space-related needs in the university, including enabling efficiency in activities that require common resources, fostering collaboration between interdisciplinary activities, enabling close working relationships between university members, using and sharing common equipment, addressing the reality of space shortages, among others. Support by the university, its colleges, and its departments for the shared resources should result in better safety, community, and efficacy in the shared investments as faculty and staff can focus on the intended scholarship, teaching, and service. The Faculty Senate of Northeastern University has passed multiple resolutions for charters that create an efficient and equitable agreement concerning the use and operation of shared resources. For example, the College of Engineering Research Space Policy requires a shared space charter that addresses operational, cost, and personnel related topics, such as: lab rules, guidelines and procedures for lab access, safety, OARS and ECOS requirements, normal operations, equipment scheduling, repairs, supply-stocking, and cost-sharing. The Shared Space Charter Template is available from the Faculty Senate Research Policy Oversight Committee and the Provost Office.



For any given collaboration between researchers or research groups in EXP, the corresponding Department and/or College Administrators (e.g., Department/College Safety Officers, Department/College Financial Administrator/Point of Contact, etc.), are responsible for assisting the EXP research collaborators in the creation of a shared resource charter as described above. Individual shared resource charters created for collaborations internal to EXP do not supersede and therefore must abide by the following: the EXP Building Use Guidelines outlined in this document, as well as all Northeastern University policies. A shared resource charter for a collaboration in EXP may only encompass spaces that have already been assigned to the research groups involved in the charter.

### EXP Loading Docks

When using the loading docks, advance communication with the [ISEC/EXP Operations Team](#) is required. Include the date and time that use of the loading docks is needed, as well as the purpose. All communications should be made in advance to provide effective coordination, otherwise the docks may not be available for use at your desired time.

- Nothing should be left on EXP loading docks, even for a short period of time.
- Do not back into any of the loading docks until you are ready to load/unload the equipment. After loading/unloading, pull out of the loading dock right away.
- Make sure the overhead door is always closed.
- Anything left unattended on the loading dock will be discarded.
- Do not block the main entrance of the loading docks. All unauthorized vehicles will be towed.