

Rules for Use of EBP Writing Room (CN 2168)

The EBP Writing Room may be used by Graduate Students, Postdoctoral Fellows and Early-Career Junior or Research Faculty ONLY when a quiet space is needed for the purpose of writing manuscripts, grants, or a doctoral thesis.

To reserve EBP Writing Room:

1. EBPs wishing to reserve the EBP Writing Room will submit the Reservation Form (see below) electronically to the individual designated on the form.
2. Individuals can reserve a room for up to 5 (business) days in a row. If you choose not to use the Writing Room during your reserved time, please email the designated individual so someone else has the opportunity to use the room.
3. First priority for use of the room will be given to those individuals writing manuscripts and grants.
4. A maximum of 3 individuals can work in the Writing Room (CN 2168) at one time.

Rules:

1. Reservation Required. Rooms must be reserved in advance using the EBP Writing Room Reservation Form (see below).
2. Quiet Room. A quiet atmosphere is to be maintained in the room. The EBP Writing Room is not a “meeting room” for holding discussions.
3. Food. Snacks and drinks can be brought into the Writing Room, but the room should not be used as a gathering place for lunch.
4. Responsibility of Users. Writing Room users are responsible for their personal belongings (e.g., books, papers, laptops, backpacks). These items cannot be left in the Writing Room overnight.
5. Keep Room Clean. Writing Room users are responsible for leaving the room neat and clean.

Writing Room Reservation Form - <https://www.augusta.edu/cancer/education/ebp-room-request.php>