

## BUILDING INFORMATION

Food/Beverage Policy: Food / meals may be consumed in student lounges, informal gathering areas and meeting rooms, provided they are in a closed container\*. Food and beverages are NOT allowed in labs, the Business Library, or in the reception area.

(\*The closed container rule doesn't apply to rooms where food is regularly served, such as the Café, the Executive Dining Room and adjacent patio, and the Brinkley Commons/Multi-Purpose Room.)

Food consumption in classrooms is discouraged, except for beverages/liquids if kept in closed containers. Food provided during events sponsored by programs or student organizations may be consumed in classrooms, informal gathering areas, student lounges, and in the courtyard.

Refrigerators and microwave ovens are provided in selected areas for faculty, staff and student use. (The student food preparation area is on the Lower Level, Room # 0034.) In addition, coffee and other beverages are available for purchase in the Café or vending machines. (Vending machines are located on the Lower Level, Hallway # 0001.)

Need to report a building-related issue? Please email [Dana Headden](#) with the issue and as many details as possible.

Printer Balances: Graduate Students in the MBA program are allotted 2000 pages per year of free printing. Your balance from fall will be transferred to spring. If you had a negative balance, this will be reflected in the number of copies you have left for the year. Please be attentive to your printing in the spring. If you exceed the 2000 pages per year you will be charged .05 cents per copy at the end of the year.

Smoking Policy: Alan B. Miller Hall is a smoke-free facility. Smoking is not permitted anywhere inside the building, or in front of the building, or on the Café patio. Campus Policy states that all smoking areas must be removed 25 feet from building entrances/exits, awnings, and covered walks. Miller Hall Designated smoking areas are:

- . At the far end of the courtyard, along the service road
- . In the loading dock area

Team Study Rooms: You can [reserve team study rooms](#) on the first floor after 5pm, and lower level during open hours. Miller first floor study rooms cannot be reserved between 8am and 5pm. Team rooms cannot be reserved for more than two hours at a time.

\*Do not move the tables away from the wall because this could damage the AV cords. When you are finished using the room, please put the cables back into the AV box. Please do not remove cables from the study rooms.

Select the Miller Hall [Building Operations Guide](#) to view the full listing of Miller Hall policies.