Space Use Guidelines for Facilities of the Discovery Learning Research Center (Events)

The Discovery Learning Research Center is housed on the first two floors of the Hall for Discovery and Learning Research, in specialized facilities that are designed for educational research (including classes with experimental formats), development of materials, methods and instructional technologies, and interdisciplinary collaboration on scholarly projects addressing education-related topics.

The space may be used for Purdue-related, single events that may or may not be associated with the DLRC.

Requests for use of the facilities for single events should be made through the online request form at [http://www.purdue.edu/dp/learningcenter/facilities/facilitiesRequestFormEvents.php](http://www.purdue.edu/dp/learningcenter/facilities/facilitiesRequestFormEvents.php). If you have any questions, please contact the Administrative Assistant or the Secretary of the DLRC at learningcenter@purdue.edu or 44555. If the request involves the use of the Science or Project Laboratories, the request will be shared with the Laboratory Coordinator.

If multiple requests for a space create a scheduling conflict, priority for use will be given to DLRC projects that need to use the space for research-related purposes. Priority after that will be given to events that are related to the mission of the DLRC. After this, the priority will be determined on a first-come, first-served and space-available basis.

Spaces at the DLRC are not intended to be used for regular classes that should be coordinated through Academic Scheduling in academic buildings.

We cannot reserve a room for a recurring activity (such as team meetings) more than two weeks in advance.

General Guidelines for DLRC Facilities Use for Events

- Each event should have or assign a lead person who will be the point of contact for the DLRC regarding the event, including compliance with this set of guidelines.
- The DLRC spaces are always locked. They are only unlocked via computer control for your event at the times you specify on the request form. Please make sure you allow enough time for set-up and clean-up of your event.
  - If you cancel this event, we request that you please notify us at 4-4555, 4-6717, or learningcenter@purdue.edu. Since the spaces automatically unlock for the duration of the time of your reservation, if you do not contact us regarding the cancellation we will still need to hold you responsible for the rooms and equipment.
- No modifications/changes to the space or furnishings should be made without prior written approval from the DLRC Director. (This excludes the moving of flexible furnishings in the learning studios and science laboratory. See below for specific policies.)
  - Any moving of furniture that is approved will require the user to return the furniture to the original configuration immediately after use of the space.
- All facilities must be returned to their original condition immediately after use, including cleaning surfaces and/or furniture that were soiled during the event.
• Event organizers will be responsible for any loss of or damage to DLRC property as a result of the event.
  o It may be necessary to charge a fee to the event leaders for any cleaning, repairs, or other work required. (For example, but not limited to, damage to walls from tape or scratches/marks on tables and bench tops from pens and other implements.)
• Supplies needed for the event will be the responsibility of the event organizers.
• Costs of catering and of cleaning up after an event involving food will be the responsibility of the event organizers.
  o The DLRC should be informed if food/catering will be involved for the event so that we can make appropriate arrangements regarding refuse removal. Proper refuse containers will be provided, but it is the responsibility of the event organizers to ensure that they are used and not allowed to overflow.
  o In order to prevent food wastes from sitting in the building’s trash bins for long periods of time, we request that trash from Friday night and weekend events be moved to the outside dumpsters (in the loading dock on the West side of the building) as soon as possible.
  o DLR 134A, the small conference room to the East of the Atrium, cannot be used for caterer prep. There is a kitchenette on the Northwest end of the first floor that is available for this purpose.
• It is the event organizers’ responsibility to make certain the AV and other equipment is working properly. If you are having problems, contact Tighe Lucy (lucyt@purdue.edu, 66158) in ITaP for assistance.
• The project lead (or the assigned point person on the usage request form) will be responsible for ensuring that all activities taking place within the facilities meet Purdue safety guidelines for the type of facility (such as the laboratory space) and will be held responsible for any safety violations. Safety violations in the laboratories may result in immediate suspension of usage rights.
• Events may not request the use of desk space in the project team area or in the DLRC staff offices in suites 203 or 204.
• DP Office of Engagement may be able to help with logistics or other resources to support your event. Contact Cindy Ream, cream@purdue.edu, 40015.
• We may request to take pictures of your event to use for marketing and/or research purposes.

Building Access

Normal building hours are 7:00am to 5:00pm Monday through Friday. Any hours outside of this time frame are considered after-hours.

When necessary for your event, after-hours access to the building can be arranged on a per-event basis, but certain limitations should be kept in mind.

• Use of the facilities after normal building hours or on weekends will require hiring one security guard for every 50 people attending the event. A two-week minimum notice is strongly recommended. If less than a two-week notice is given, we cannot guarantee that we can reserve the needed security. In this case, you will either need to arrange for security yourself and confirm it with us prior to your event or you will need to hold your event elsewhere.
  o A valid Purdue account number will be requested for the security guard costs.
Card swipe access and/or keys may be needed for some events. Keys must be returned within the next business day or you may be charged for rekeying rooms and the costs associated with rekeying.

Event organizers must adhere to the instructions provided for locking the building.

Additional Guidelines for Use of Science and Project Laboratories (DLR 128 and 104)

The science and project laboratory spaces are managed by the DLRC laboratory manager.

- All users will coordinate with the laboratory manager when scheduling or planning an activity in these laboratories. Scheduling should include days/times that your team will need for set-up in advance and clean-up afterwards.
- The laboratory manager will assist in planning for and setting up the activity, but carrying out, overseeing, and cleaning up after the activity is the responsibility of the project personnel.
- Arranging for disposal of hazardous wastes will be the responsibility of the project lead. Any hazardous material generated in the science and project laboratories must be collected and disposed of in a manner consistent with Purdue requirements. The laboratory manager can be consulted for information on hazardous waste management.
- The science and project laboratories are stocked in a minimally functional manner for basic experiments. Consumables or very specialized equipment (and its maintenance) will be the responsibility of the event personnel. Fees for use of DLRC consumables and staff time will be discussed on a project-by-project basis.
- DLRC laboratories are shared facilities intended to accommodate multiple non-simultaneous activities. Although daily storage is not a general mandate, it is possible users will be required to store items related to their activities after each session to accommodate another event. During your initial consultation with the laboratory manager, storage space requirements will be discussed and locations defined. You will be contacted by the laboratory manager if daily storage of items becomes necessary.