

Use of the FAES GPP Graduate Student Lounge Building 10, 1st Floor, North Corridor Room # 1N263

Supplement to the U.S. GOVERNMENT NATIONAL INSTITUTES OF HEALTH AGREEMENT FOR USE OF REAL PROPERTY Foundation for Advanced Education in the Sciences, VERSION # 9, USE AGREEMENT, Section 4.C. - Operation of the SFAC Graduate Student Lounge.

Approval of this document was completed on 9/30/2014.

A. Purpose:

- This document describes the use of The Foundation for Advanced Education in the Sciences (FAES) Graduate Partnerships Program (GPP) Graduate Student Lounge. This space is dedicated to facilitating the scientific, educational, and career development needs of the NIH graduate student community. With approximately 400 graduate students performing their Ph.D. level doctoral dissertation research within the NIH Intramural Research Program, this facility will serve as the central venue for students to assemble and participate in a wide variety of professional community-building endeavors, as well as a quiet and secure place for students to study and work towards reaching their academic and scientific milestones.
- The Graduate Student Lounge is a section of the FAES Academic Center (FAC), generously sponsored and funded by the FAES, with support from the NIH Office of Intramural Research (OIR). The GPP staff, within the Office of Intramural Training and Education (OITE), in conjunction with the NIH Graduate Student Council (GSC), will serve as the primary points of contact to oversee and maintain the lounge. Authorized FAES staff members will assist periodically as needed.

B. Reservations and Student Inquiries:

- Reservations for exclusive/semi-private functions must be made to the GPP Deputy Director at least 48 hours in advance (see Section K. Contact Information and <https://www.training.nih.gov/staff>). The designated point of contact that made the reservation must arrive and begin utilizing the space within 30 minutes of the scheduled time. Failure to do so renders the reservation invalid.
- All student inquiries should be directly addressed to the GPP office, and not the FAES. The GPP staff will communicate with the FAES leadership on all relevant issues.

C. General Maintenance, Cleaning and Decorations:

General maintenance and Housekeeping: The NIH shall provide housekeeping services for regular cleaning of the Premises, in accordance with standards promulgated by the Office of Research Facilities Development and Operations (ORFDO) and as may be amended, at no additional cost to FAES, as consistent with the approved Use Agreement. All other aspects of cleanliness and general operational facilities management are the responsibility of the individual graduate students. The NIH graduate students are guests in the space and each individual is expected to treat this communal lounge with respect and clean up after themselves. The GPP staff and the GSC leadership will provide direct oversight on this critical component. The ORFDO will be responsible for maintaining and repairing the Premises in accordance with customary NIH policies for maintenance and repair of buildings.

- Personal belongings should not be left unattended or stored in the bookshelves. Unattended articles and monies will be handled in accordance with NIH policy (NIH Manual Chapter 1420 – Lost and Found).
- Refrigerator: The refrigerator will be emptied once a week by the GPP and GSC leadership. All items stored in the refrigerator must be labeled or they will be immediately discarded.
- Artwork and items on walls must be approved by the FAES. Extreme care must be used when applying temporary decorations. No adhesive products, colored items, etc., that have the potential to leave residual marks may be used.

D. Conduct:

- Use of the GPP Lounge must be in accordance with NIH policies of conduct.

E. Liability:

- The FAES shall not be liable or responsible in any manner whatsoever for any damage of any nature whatsoever arising from the use or misuse of the lounge by GPP students, volunteers, visitors or guests.

F. Central TV/monitor/screen use:

- The community screen is used for graduate student events, including but not limited to scientific and career development presentations. Other types of media shown, including those for entertainment purposes, must be of an appropriate nature. Audience members/participants of any given event must all agree that the displayed media is not considered offensive or inappropriate. The volume must be kept at appropriate levels that do not disturb those in the study area or in adjacent rooms (FAES offices).

G. Computer use:

- Computer use, both of the single stationary machine and any mobile devices connected through the wireless or LAN/Ethernet connections, must adhere to applicable NIH requirements and policies.

H. Access to the lounge:

- Card key access to the lounge will be granted to all NIH GPP students, members of the GPP staff, and select members of the OITE, OIR, and FAES staff. Access will also be granted to NIH emergency personnel, such as police, fire and rescue.
- GPP students and their guests are authorized to enter and utilize the lounge. Guests must be accompanied by their host for the duration of their time in the lounge. They may not be given access and then left unattended.
- Authorized users may access the lounge 24 hours a day, though sleeping on the Premises is not permitted.

I. Other electrical appliances:

- Standard electrical appliances (Microwave, coffee maker, etc.) may be housed in the kitchen area of the lounge with approval from the FAES and the GPP with the proper inspections of the NIH Fire Marshal.

J. Sponsorship, Administration and Policy Evaluation:

- Any individuals or groups that fail to comply with this policy or behave in any unbecoming or inappropriate manner while occupying the lounge will immediately have their access to the lounge revoked. Further administrative disciplinary actions consistent with NIH policies may be taken depending upon the specific violations.
- The FAES, OIR, and OITE leadership will monitor the occupancy and usage of the space to ensure that the facility is utilized to its full potential.
- This policy will be reviewed and revised as necessary by the Office of Research Services (ORS), ORFDO, FAES, OIR, and OITE.

K. Contact information:

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