

## Graduate Cubicle Center

The student center is designed to provide an enjoyable, professional, work environment for our graduate students, who will spend years of their lives at this center to perform research. To ensure long term health and efficiency of the center, each student will agree to the rules outlined below before receiving the privilege of using a cubicle.

### General Rules:

1. **NO** additional tables, chairs, bookcases, boxes, file cabinets, or other pieces of furniture are allowed in or around cubicle.
2. The cubicles **MAY NOT** serve as storage. No boxes or other items may be stored in the cubicle.
3. The cubicles **MUST** maintain a clean, professional look at all times.
4. **NO** bicycles, roller blades, or similar items may be brought into the center.
5. **NO** meeting with friends that do not have a cubicle inside graduate cubicle center.
6. **DO NOT** let friends/significant others use your assigned cubicle for any purpose.
7. **DO NOT** remove chairs/pedestals from any empty cubicles.

### Rules for the Meeting Room:

1. The meeting room is solely for the purpose of professional and technical discussions. It is **NOT** a break or relaxation room.
2. **NO** food or drinks allowed in the meeting room.
3. No sleeping is allowed in the meeting room.
4. No chairs or tables may be taken out of the meeting room.
5. After each meeting, each person must clean up before leaving the meeting room.
6. People conducting meetings in the meeting room must avoid speaking loudly and not disturb occupants the surrounding cubicles.

**Violation of these rules will result with a notification to Graduate Advisor**

**Please report violators to ECE facilities personnel at [cano@seas.ucla.edu](mailto:cano@seas.ucla.edu)**

**Thank you**