



Graduate and Health Professions Student Affairs

Guidelines for Study Room and Collaboration Space Reservations

Failure to comply with the following guidelines will result in forfeiture of the study room reservation.

- Spaces must be reserved using the following Midas link: <https://upike.mid.as/index.pl>
- UPIKE email addresses must be used to make a reservation.
- When making a reservation, please allow at least 24 hours for approval during the normal work week. Reservations placed after 4:30 p.m. on Friday will be approved the following Monday. Please plan in advance, if planning to reserve a space over weekend hours. Pending requests are considered not reserved until approved by the Graduate and Health Professions Student Affairs office.
- Large study rooms should be reserved for groups of at least three or more. Please indicate the names of the individuals using the large study room in the booking notes. Large study room reservations for less than three individuals will not be approved.
- Students may reserve study rooms for up to four hours in a 24-hour period.
- Multiple reservations by different people in the same study group during the same 24-hour time period is not permitted.
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- If a student fails to occupy the room within 15 minutes of the scheduled reservation, the reservation is forfeited and the room will be made available to others.
- Study rooms should be occupied during the reserved time and leaving personal belongings in the room does not constitute occupancy. GHPSA is not responsible for any personal belongings left unattended.
- Study rooms are available for walk-in use when not reserved in Midas.
- Reasonable noise levels should be maintained at all times.
- All study rooms should be left clean. Remove all food items from the tables before leaving the room.
- If you move furniture, please move it back to the original position before leaving the room. Furniture should not be removed from study spaces.
- Whiteboards should be cleaned prior to leaving the room.
- HPE 5th floor study spaces are reserved for KYCO students only.
- Coal Bldg. Mezzanine study spaces are open study spaces and not reservable using Midas.
- Additional open study areas such as classrooms and lounges can be found in the Coal and HPE Bldgs. Students should be mindful of keeping areas clean and properly using any electronic equipment.
- All health professions students should treat each other with courtesy and mutual respect at all times. Failure to maintain professionalism will be addressed by the Graduate and Health Professions Student Affairs office.

For questions regarding study rooms, please contact the GHPSA Office at 606-218-5400.

These guidelines were created and approved by the KYCO/KYCOM Study and Collaboration Space Taskforce.