Digital Learning Commons
Design Space Orientation Walk-Through & Check-List

Event date & time: ____________________________________________

Purpose/name of event: ________________________________________

Contact person for event/Space user: ____________________________

Event hosts should be familiar with and adhere to the following shared space ground-rules when using or working in the DLC Design Space so that our campus community and friends can continue to enjoy and benefit from the Space. Check off the items below as you complete your discussion of during the orientation:

1. _____ Orient yourself: review available resources (tables, chairs, sofas, whiteboards, prototyping materials), technology (LCD TVs, computers, Apple TV)

2. _____ Additional Equipment Use Review procedures for turning DLC-owned technology equipment (LCD TV and Mac Mini) on and off. For additional equipment (microphones, amplifiers, etc., please contact Campus Media Services 831-647-4150 or mediaservices@miis.edu)

3. _____ After Hours Check-in with Security Event contact persons or host should check-in in-person with Campus Security (office next to the Admissions Adobe) with your official identification, you should call ahead to let Security know that you are coming. MIIS Security: 831-647-4153.

4. _____ Breathe Clean Air Smoking is not permitted at any time inside campus buildings, and our living ‘green balcony’ would not appreciate it.

5. _____ Eat & Drink Mindfully Food and drinks should not be consumed on or around couches – please use available tables, be mindful of spills, and clean up after yourselves.

6. _____ Mind the Front Door Keep the Calle Principal entrance to the DLC closed to street traffic and notify MIIS Campus Security if you plan to leave the DSpace unattended at any time.

7. _____ Reset the Furniture You and your guests are expected to “re-set” and straighten up the DSpace after your event is over. This means that you return tables, chairs, furniture, whiteboards and other resources back where you found them. Refer to Design Space re-set map on reverse.

8. _____ Tidy the Kitchen Additionally, if DSpace refrigerator or kitchenware is used, remove all leftovers items as well as rinse and place all kitchenware into the dishwasher for cleaning.

9. _____ After Hours Check-Out Lastly, the event reservation contact person or event host must check out with Campus Security by calling 647-4153.

10. _____ Plan to help us Improve the Space After your event we will be in touch and ask you to complete a very brief survey about your experience and suggestions to help us improve.

Thank You!

Design Space orientation checklist completed by: ________________________________

Event contact signature: ___________________________ Date: __________________________

Turn over to Review Re-set Map →