

## CCE Outdoor Meeting Guidelines

CCE identified the **Gates Patio** as their first designated Outdoor Meeting area. Below, you will find the guidelines governing the use of the patio. The patio will be marked clearly as “Available by reservation only” (or equivalent), with information directing prospective users to the staff member responsible for reservations. The space will have a barrier that clearly discourages unauthorized entry

### Scheduling use of the Space

- Each space will be available by reservation only
  - Reservations can be made by submitting a request through the **CCE Meeting Rooms Scheduling Calendar** <http://ccerooms.mhsoftware.com/> and selecting the **Gates Patio** calendar.
  - Each reservation must include the name of the four persons will use the space. This can be written in the description field of the room reservation.
  - Person making reservation should be listed as the contact name on the reservation and will be the meeting “**Host.**” Guidelines regarding space usage will be listed on the website and emailed as part of the meeting confirmation.
  - The Host must ensure meeting attendees are abiding by the following guidelines at all times

### Use of the Space

- All users must use the COVID-19 reporting tool found in Access Caltech to attest they are symptom free and log the collaboration space they use
- All users will maintain at least 10 ft separation
- **Maximum of 4 users** in any meeting location
- Spaces may be equipped with chairs and whiteboard
- The Division will keep a log of use of each space, with names of all participants
- Each space will be available **M-F from 8 am until 6 pm**. Hours may be curtailed as sunset occurs earlier.
- Maximum allowed reservation time per user group is **1.5 hours**
- At least one hour must be allowed between the end of one session and the beginning of the next
- No eating allowed in the collaboration space. Beverages for hydration are allowed: the user should either step away, or lower the face covering for a brief sip and immediately put it back on.
- No consumption of alcohol in the collaboration space
- Each user must bring their own writing supplies (chalk, dry erase markers, erasers,
- Each user group must bring its own cleaning supplies (bleach spray, paper towels, hand sanitizer or equivalent). The Host is responsible for providing these supplies.
- Each user group must wipe down all surfaces at the beginning and end of their allotted time (chairs and writing surfaces)
- Each user must wear a face covering while collaborating
- Each user must wash hands thoroughly at the end of the session