

## Catalyst Noise and Acceptable Use Policy

In addition to the [Student Charter](#) visitors to the Catalyst are expected to abide by the following guidelines and respect other customers' rights to study in an appropriate environment.

### 1. Noise:

Catalyst provides a variety of study space to support different working styles:

Floor	Zone
Ground floor	Group Study
1 <sup>st</sup> Floor	Group Study
2 <sup>nd</sup> Floor	Quiet Study
3 <sup>rd</sup> Floor	Silent Study

### 2. Food & drink:

Food and drink is permitted throughout the building however, staff may ask you to move to a different location if they feel it is affecting the environment or impacting other users. All rubbish should be placed in bins provided. Alcohol is not permitted anywhere within Catalyst.

### 3. Smoking:

Smoking including electronic cigarettes is not permitted anywhere within Catalyst, including the roof terrace.

### 4. Mobile Devices (phones, tablets, laptops):

Mobile devices may be used throughout the building, on the condition you are not disturbing others. Anyone disturbing others will be asked to move to a more appropriate space or use headphones. Under no circumstances should conversations on mobile phones be held on the 2nd or 3rd floors, including the Printing Hubs and seating areas. Devices should be turned to silent on entering the quiet and silent study areas.

### 5. PC Usage

To ensure fair use unattended PCs may be unlocked by staff and released to other users if left unoccupied for 15 minutes or more.

### 6. Spaces

#### a) Bookable Spaces

To book spaces in Catalyst visit the student homepage and select [study rooms bookings](#). Bookings can be made 2 weeks in advance for a maximum of 3 hours each day. After midnight until 8am rooms are available on a first come first services basis.

Ground floor group rooms	G1-G3
Ground floor pods	Kookaburra and Skylark
First floor appointment rooms*	F1-F2 and F4-F10
First floor group rooms*	F3
Second floor group rooms	S1-S6

(\*These spaces can be booked after 5pm weekdays and through the weekend.)

If you are not in a room by 15 minutes after the time you have booked, it will be offered to another customer and your booking for the rest of that hour will be cancelled.

## **b) Loft**

The Loft is a quiet study space for staff, MRES and PHD students and is accessible to those eligible via Unicard swipe access. Please speak to the Catalyst Helpdesk if you are having problems accessing the space.

## **c) Training Rooms**

The Catalyst has 2 training rooms, Oak (3<sup>rd</sup> floor) and Willow (1<sup>st</sup> floor). These are bookable spaces for staff in Catalyst to support students. When not in use users may utilise these rooms but may be asked to vacate for a session to take place. During these periods the Oak room should be for quiet study only whereas the Willow can be used for group working.

## **7. Reporting issues:**

The building is patrolled hourly however if you are experiencing any issues with noise or unacceptable behaviour you can report it the following ways:

### **During Helpdesk Opening Hours:**

*(Mon to Friday 8am to 8pm, Sat to Sun 10am till 6pm)*

- Report it directly to a member of staff
- Pick up one of the dedicated phones within printing hubs
- Text us - **01613 751608**
- Live Chat us - <https://www.edgehill.ac.uk/ls/live-chat/>
- Tweet us - @EHULearnService

### **Outside Helpdesk Opening Hours:**

- Report it directly to a member of staff.

## **8. Refusal to adhere to the policy**

Staff will politely ask you to adhere to the policy and offer you alternative options where possible. If you refuse, staff have the authority to take note of your name from your Unicard and ask you to leave the building, in extreme cases disciplinary action will be taken.