

## Media Lounge Policies and Procedures

Welcome to the Media Lounge! This space is dedicated to Arts, Media, and Engineering students, faculty, staff, and our collaborative community. To keep it a productive and enjoyable environment for everyone, please take note of the following guidelines:

1. **Exclusive Access:** The Media Lounge is reserved for AME students, faculty, and staff. Unfortunately, it's not open to the general public.
2. **Respect and Collaboration:** We ask that all students be mindful of others' needs so that everyone in the Digital Culture community can benefit from the lab's resources. The Media Lounge is intended primarily for work on AME-related projects and assignments. Please note that using the space for projects undertaken for profit or income from a non-university third party is not permitted.
3. **Code of Conduct:** The use of the Media Lounge is governed by the University Student Code of Conduct. Failure to follow these policies may be considered a violation, leading to actions that could range from the suspension of computer privileges to expulsion from the university. Students must also adhere to the [ASU Computer, Internet, and Electronic Communications Policy](#).
4. **Hours of Operation\*\***
  - Monday – Thursday: 8:00 AM – 6:00 PM
  - Friday: TBD
  - Saturday & Sunday: CLOSED

***\*\*Please note that hours may change for special events and university holidays.***

5. **Food and Drink:** While food and drinks are allowed at the common tables, they are strictly prohibited at the computing tables to ensure a clean and safe workspace.
6. **Waste Management:** Trash and recycling receptacles are provided just outside the Media Lounge. Please remember to clean up after yourself and take all personal items with you when you leave.
7. **Lab Etiquette:** AME values collaboration and a respectful environment. Please be courteous to others, and any disruptive behavior will be addressed accordingly.
8. **High-Performance Computing:** For those who need it, high-performance computers are available at the back of the room. Please check in with the equipment room staff for login information. Only AME-enrolled students, faculty, and staff are permitted to use these computers.

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Thank you for helping us maintain a positive and productive environment in the Media Lounge. If you have any questions or need assistance, feel free to reach out! Contact [Caroline.Fernandez@asu.edu](mailto:Caroline.Fernandez@asu.edu) or [DJackson@asu.edu](mailto:DJackson@asu.edu)