

Washington School of Psychiatry Use of Facilities

Please note that the Washington School of Psychiatry suite is used for many different purposes. Most rooms are occupied every evening, for therapy, classes or meetings. This means that it is extremely important that everyone follow certain guidelines carefully.

QUIET Please! Therapy sessions take place in the suite from 8:00 am to 9:00 pm, Monday through Friday and from 8:00 am to 4:00 pm on Saturday. Emergency sessions may be scheduled at other times. Please be quiet in the hallways at all times.

You are welcome to place food items in the **refrigerator** during your class. There is also a microwave available. Please do not eat anything that you did not bring, or leave anything after the end of your class. We will dispose of any items left in the refrigerator. No dirty dishes should be left in the sink.

Please place discarded food in our kitchen trash. If you place food in a room **trash** can or the can gets full, please tie the bag shut so we don't have odors in the morning for the next group!

Students are responsible for leaving the classroom as they found it when they arrived. If furniture was rearranged, please return it to its original place. Tables should be wiped clean. No food or other items should be left in classrooms. The next person or group of people may arrive early the next morning and expect the room to be clear and ready to see a patient or have a meeting.

SECURITY

When your class takes a break, please do not leave valuables unattended in the classroom. We have had thefts by outsiders in the past, particularly around holidays.

Our evening receptionist, William Spruiell, is on duty Monday - Thursday until 8:45 p.m. After that time, the suite door is locked. If anyone leaves the suite, be sure that arrangements are made with classmates to re-enter. Please do not unlock the door to the suite. Once students have returned to their classrooms, they are not able to hear if anyone is entering the suite. Each class representative will be issued a key.

If you are the **last group to leave for the evening**, please make sure that the hall lights are turned off (one switch in each hallway; some of the ceiling lights always remain on for security), that the back entrance into the suite is locked and that the main door deadbolt lock is set. This must be done with a key, by turning the suite key to the right as far as it will go. You will be able to see that the lock is engaged.

Thank you for your help in keeping our space clean and safe!