

Biomedical Engineering Society (BMES) Clubroom Rules

The Biomedical Engineering Society (BMES) Club Room is located in Room 182 of the Engineering Building and is reserved for the exclusive use of BMES members only. The purpose of the room is for members to have an available space dedicated to interacting with other members, relaxation, snacks, studying, meetings, etc.

The people in charge of the BMES Club Room are Professor Guna Selvaduray and the Chair of the BMES Clubroom Committee. BMES members in good standing with the chapter have the right to use the club room ONLY after they have informed the Chair of the BMES Clubroom Committee AND obtained an access code from Dr. Selvaduray. Every BMES member using the room must have their own access code. Access codes will be assigned only upon receipt of a signed copy of this document.

All users of the BMES Club Room are required to follow the following rules at the very minimum:

1. The Club Room must be maintained in a tidy and orderly manner at all times. This includes picking up after yourself & disposing of the trash whenever necessary.
2. The coffee maker, refrigerator, & microwave must be cleaned promptly after use.
3. The lights must be turned off whenever leaving the room, if no one else is present.
4. All wrappers from food and drinks MUST be discarded in the available trash cans.
5. All empty boxes from unpacking must be appropriately disposed immediately.
6. All boxes and containers in the kitchen must be immediately closed after use.
7. The assigned code must not be shared with anybody else, otherwise all access privileges will be suspended immediately and for an indefinite amount of time.
8. All BMES members are responsible for updating the 'check list' of items (snacks and refreshments) that need to be restocked at all times.
9. All BMES members will be assigned a particular week during the semester to monitor the room for cleanliness and availability of snacks. The assigned member for that week will also be in charge of their assigned tasks, such as vacuuming the room and emptying the fridge every Friday, as well as purchasing snacks and refreshments during the weekend.
These tasks need to be carried out multiple times throughout the time period they are assigned, so that the room is always maintained and kept clean. Failure to monitor the room on an assigned week will result in privileges suspended for an indefinite amount of time.
10. No food items should be left in the refrigerator after Fridays. All food items will be discarded at the end of the day every Friday.

Printed name

Signature

Date

BMES ID number

SJSU Student ID

BMES membership expiration date

Door Code

Email address