**Logistics and House Rules**

Parking

Students may park for free in the parking lot behind the main building. Be careful about parking on the street for more than 2 hours, as the city does ticket. The parking to the South of the main building (next to the building on the up hill hide) is reserved for staff and Drive Marketing only Monday- Friday until after 5:30pm.

Food and Drinks

Students may store food in the refrigerator and/or the cupboard marked “Student Storage”. Please write your name and date on your food. Remove any food and storage containers weekly.

There is often milk and sugar for coffee available to students. It will be labeled.

We have a “Shelf of Share” next to the fridge. Please feel free to use what is there, but remember to keep the share up and replace what you take with the same thing or something else that your classmates might enjoy.

We provide snacks and sodas for events that we host. Due to budget considerations, those items are only available to students when students are attending the event that the food and soda is meant for.

However, sometimes the morning after an event, there are leftover snacks. You are free to snack on them (at your own risk). Leftovers are often put in the dish on top of the microwave. Help yourself to those.

Other than the above instances, if a food item is not yours, leave it be.

Community Expectations

Classrooms, and common areas are shared. Please remember to be courteous:

* Pick up after yourself promptly
* Wash your dishes and put them away – Dirty dishes and food wrappers must not be allowed to sit in the sink, counter or elsewhere.
* Wipe up the table after you eat. There are paper towels in the kitchen and spray cleaner under the sink.
* Wipe up any mess you make in the bathroom. Leave the bathroom at least as clean as you found it.
* In the main building - if you use the last of the toilet paper or paper towels, replace them. Supplies are on the shelf between the two bathrooms.
* Turn the ringer off on your phone.
* Use headphones if you are using sound on your laptop.
* Phone calls may be made outside or in the hallway. Conference room may be used if staff doesn’t need it for a conference.
* Keep your desk area neat and clean, including the seat and floor. Students in a different section will use the same desk.

Use of Building

The main building is open from 9:30 am – 9:00 pm most weekdays except holidays. Students and alumni are encouraged to use the common areas outside of class time to study.

Special rules for PSU Accelerator:

* Do not prop open doors.
* Smoking in designated areas only. There’s one by the sidewalk and one by the Accelerator sign next to the driveway.

Alcohol and Marijuana Policy

Marijuana:

Use of Marijuana in all its forms is strictly prohibited on school grounds.

Alcohol:

Use of alcohol is prohibited unless served by Code Guild at select events. Serving alcohol is prohibited unless written approval from director is obtained prior to event.

Common areas

Areas available for use by students outside of class include:

Main building:

Community area, library

PSU Business Accelerator:

Break rooms

Code of Conduct

Make sure you read the code of conduct