1. The team rooms assigned to P3s are designated for P3 use only. No other students are allowed to use these rooms for any reasons other than if they are accompanied by a P3 assigned to that room.

2. PPE session proceedings are highly confidential, and patient health information privacy must be maintained. If you must interrupt a PPE team meeting to retrieve something out of your team room, please honor the confidentiality of the discussions and minimally disrupt the proceedings.

3. It is not permissible for any student to be asked or coerced into leaving his/her assigned team room by other students. However, if a student is not in his/her assigned team room, and is causing a disturbance to others studying, that person may be asked to return to his/her own team room.

4. Priority for the use of P1 and P2 team rooms will be as follows:
   a. Students with scheduled PPE meetings
   b. Assigned student groups working on projects that are part of courses
   c. Students who are studying in their assigned room
   d. Ad hoc study groups
   e. Individual students who are studying in a room not assigned to them
   f. Students desiring leisure time (if others are studying in your room please use the lounge)

5. Students should be aware that team rooms may at times be reserved for HSOP activities. Such use of team rooms is limited to only those HSOP activities that cannot be accommodated by other space on the Auburn and Mobile campuses—for example, admissions interview activities. Instructional use of team rooms is limited to IP, PPE Team Meetings, PSS, and other educational activities that require assigned team room members to work as a group.

6. Should team rooms be required for the aforementioned purposes, students will be notified of the reservation and be directed to a new room for PPE and/or IP meetings. The students assigned to any team room that is being reserved should find an alternate study room during the period of time the room is reserved. Students should then follow the before mentioned policies regarding team room use.

7. The Drug Information Center, Tiered Auditorium, Room 1315, and Seminar Room 1206 shall be designated as quiet study spaces when not being used for scheduled classes, supplemental instruction, meetings, or any other event listed on the Master Schedule. The Flat Auditorium is available for group meetings and study.

8. For every team room, no one may erase any portion of the dry-erase boards except for a student assigned to that room. Easels may be available for student use as an alternative to using a dry-erase board.

**Team Room Storage Bin Key Replacement Policy**

Each member of the student pharmacist body has a storage bin assigned that is uniquely theirs. Keys to their bin are issued to each student pharmacist at the beginning of each academic year. Keys must be surrendered at the end of the each semester. Individuals who are enrolled in courses taught at the HSOP building during the summer semester may check out a key for the semester.

Beginning with the 2006-07 academic year, lost keys may be replaced at any time. The fee for replacements is $25 which will be charged to the student’s bursar’s bill. If keys are not surrendered at the end of the academic semester a bursar charge will be generated automatically to insure availability of a key for the following fall.