Agreement for users of space in the Fares Research Center

Welcome to the Fares Research Center (FRC). We hope you will put the space to good use and will be able to work productively. The FRC, renovated through the generosity of the Fares family and opened in the fall of 1993, was updated and wired for connection to the Tufts Network in the summer of 2002. It is designed to provide work and study space during the year for doctoral candidates and the staffs of the Fletcher Forum and PRAXIS. PLEASE only use the space assigned to you.

Seating assignments are made by Jenifer Burckett-Picker. Space is generally assigned on an academic year basis from Sept. 1 to May 31. If you need access through the summer, you should arrange this with Jenifer in early May. Space is provided for those who will use the space regularly. Jenifer should be informed of absences of more than a month. Failure to use the space appropriately may result in loss of space.

Space is generally given after completion of coursework.

Space in FRC includes a shared telephone for national calls, a file cabinet (not to be moved as it supports desk) with key (check out from Karen Mollung in C-403), and access to the copy machine (with a code). Each work area has a wall space specially designed to serve as a bulletin board. Please do not post anything on the painted surfaces. There are also two public-access computers (at spaces 17 and 25 3/4) hooked up to the Tufts Network and a printer by door for your use. If you bring your own computer/laptop, you need to register it with the Tufts IT Dept. (7-5898) before connecting it to network in FRC.

A card access system controls the front door of FRC. Your ID card provides access, once you have been approved for space. PLEASE MAKE SURE THAT THE DOOR CLOSES AND LOCKS BEHIND YOU WHEN YOU ENTER OR LEAVE THE AREA. Equipment and personal items have disappeared when the door has not been locked. Unauthorized persons are not allowed in FRC. Please arrange to meet any visitors at the door; do not prop it open to allow unauthorized access. Ask your guests not to knock at the door, which disturbs those working in FRC. The door operates on a system that signals to the Tufts Univ. Police when the door is opened, and a computer readout allows the police to know who is in FRC. If door is propped open, an alarm will go off at the police station. If you prop the door open to move in or out, please call police in advance and explain, otherwise you may get a visit.

If you are the last person leaving the FRC, please lock the windows, shut off the lights, and close the door. If you are entering or leaving after hours (11:30pm – 6:00am), please phone the police (7-3030) to prevent them from having to send an officer out to verify that everything is in order.

The FRC space has a large open design and noise travels throughout the facility. Please be considerate of others who are working there. You may bring whatever personal study items you like. Just make sure those items are not too large to fit on or below your desk space. The school assumes no liability for theft or damage of any kind to your personal items. Please be sure to use power surge protectors and/or unplug all electrical items when not using them. Items deemed to be a fire/safety hazard will be removed. No personal items may be stored in the utility closet.

You should remove all your personal items, leave your space clean, and sign out with and return your key to Jenifer/Karen when you leave the FRC.

10-10-12
To: Students applying for space in Fares Research Center  
From: Jenifer Burckett-Picker, Director of PhD Student Services  
Date: June 5, 2012

Please fill out below, read attached agreement for use of Fares R.Ctr. (on other side) and sign at bottom.

Name: __________________________  
Address: ________________________  
Phone(s): ________________________

1. Check one: I have ___ been admitted to PhD Candidacy on (date) _____________  
   I have ___ passed my comprehensive exams on (date) _____________  
   I have ___ had my dissertation proposal accepted on (date) _____________  
   I am on the staff of ____________ Journal (Forum/Praxis/Perspectives)

2. Until what date (month/year) will you need space in Fares? _________________

3. What days and what times (approx.) do you intend to be there?

4. Would you be willing to share your space with someone else who has different hours/days? (PhD student only) Yes___ No __ Any preference for whom to share with? _________________

5. Do you anticipate a long research trip during this academic year, during which time someone else could use your space? (PhD student only)

   A copy of the agreement for users of space in the Fares Research Center (FRC) is attached. Please keep the agreement and return only this page, filled out and signed, either hard or ecopy is fine. If you have any questions, call Karen Mollung at 7-2777.

To: Jenifer Burckett-Picker  
From: (Print your name) __________________________  
Date: ________________________

Re: Attached agreement for use of Fares Research Center  
I have carefully read all of the information about the Fares Research Center, and I agree to abide by this agreement regarding:

- duration and use of space and notices of absence  
- card access  
- security and lights  
- file cabinets and keys  
- telephones  
- copy machine  
- noise and personal items  
- clean up and check out when I leave  

Name: (signature) __________________________  
ID # __________________________

E-mail address __________________________  
TBD Space # ________  
Key # __

Date of occupancy ____________________  
Approx. date of departure _________________