



Campus Study & Collaboration Spaces



F O R P R O F E S S I O N A L
S T U D E N T S

UNIVERSITY OF PIKEVILLE
UPIKE

KYCOM, KYCO, & TCDM

Student Affairs Offices

Guidelines for Study Room and Collaboration Space Reservations

Failure to comply with the following guidelines will result in forfeiture of the study room reservation.

- HPE 5th floor study spaces are reserved for KYCO students only.
- Spaces must be reserved using the following Midas link: <https://upike.mid.as/index.pl>
- UPIKE email addresses must be used to make a reservation.
- When making a reservation, please allow at least 24 hours for approval during the normal work week. Reservations placed after 4:30 p.m. on Friday will be approved the following Monday. Pending requests are considered not reserved until approved by the respective Student Affairs office.
- Large study rooms are available for groups of at least three students. Please indicate the names of the individuals using the large study room in the booking notes. Large study room reservations for less than three individuals will not be approved.
- Students may reserve study rooms for up to four hours in a 24-hour period.
- Multiple reservations by different people in the same study group during the same 24-hour time period is not permitted.
- Students must have their Student ID's at all times when occupying a study room.
- If a student fails to occupy the room within 15 minutes of the scheduled reservation, the reservation is forfeited and the room will be made available to others.
- Study rooms should be occupied during the reserved time, and leaving personal belongings in the room does not constitute occupancy. Student Affairs is not responsible for any personal belongings left unattended.
- Study rooms are available for walk-in use when not reserved in Midas.
- Reasonable noise levels should be maintained at all times.
- All study rooms should be left clean. Remove all food items from the tables before leaving the room.
- If you move furniture, please move it back to the original position before leaving the room. Furniture should not be removed from study spaces.
- Whiteboards should be cleaned prior to leaving the room.

- Coal Bldg. Mezzanine study spaces are open study spaces and not reservable using Midas.
- Additional open study areas such as classrooms and lounges can be found in the Coal and HPE Bldgs. Students should be mindful of keeping areas clean and properly using any electronic equipment.
- Students are expected to always treat each other with courtesy and mutual respect. Failure to maintain professionalism will be addressed.

For questions regarding study rooms, please contact your respective Student Affairs Office.

These guidelines were created and approved by the KYCO/KYCOM Study and Collaboration Space Taskforce.

| Location | Room Number(s) | Type of Space | Capacity | Availability |
|---|---------------------------------------|---------------------------|----------------------------|---------------------|
| Allara Library Ground Floor | 018, 019, 020, 021, 022, 023 | Individual Study Rooms | 1 | 24/7 Access |
| Allara Library Ground Floor | 028, 031 or 032 | Group Collaboration | 5 | 24/7 Access |
| Allara Library 2 nd Floor | 208 | Small Group Study Room | 1 | 7:30 AM - Midnight |
| Allara Library 3 rd Floor | 308 | Small Group Study Room | 1 | 7:30 AM - Midnight |
| Coal Building Mezzanine | M07 | Cubicles | 23 Total, 1 Per Cubicle | 24/7 Availability |
| Coal Building Mezzanine | M07 | Individual Study Rooms | 10 Total, 1 Per Room | 24/7 Availability |
| HPE Building 3 rd Floor | 305 or 316 | Large Group Study | 2 | 24/7 Availability |
| HPE Building 3 rd Floor | 306 | Open Study | 4 | 24/7 Availability |
| HPE Building 3 rd Floor | 308 | Open Study | 3 | 24/7 Availability |
| HPE Building 3 rd Floor | 308A, 308B, 308C, 308D, 308E, 308F | Individual Study Rooms | 1 Per Room | 24/7 Availability |
| HPE Building 4 th Floor | 416 | Large Group Study | 2 Per room | 24/7 Availability |
| HPE Building 4 th Floor | 406 | Open Study | 8 | 24/7 Availability |
| HPE Building 4 th Floor | 414A or 414B | Small Group Study | 2 Total, 1 Per Room | 24/7 Availability |
| HPE Building 4 th Floor | 407A, 407B, 407C, 407D or 407E | Individual Study | 1 Per Room | 24/7 Availability |
| HPE Building 4 th Floor | 407 | Open Study | 4 | 24/7 Availability |

KYCO Students Only

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|---------------------------------------|---------------------------------------|---------------------------|------------------------|-------------------|
| HPE Building 5 th Floor | 505 or 516 | Large Group Study | 2 Per Room | 24/7 Availability |
| HPE Building 5 th Floor | 507A or 507B | Small Group Study | 2 Total, 1 Per Room | 24/7 Availability |
| HPE Building 5 th Floor | 508A, 508B, 508C, 508D, 508E, 508F | Individual Study Rooms | 1 Per Room | 24/7 Availability |
| HPE Building 5 th Floor | 508 | Open Study | 4 | 24/7 Availability |