

Policies and Procedures for the M2 Room (Moving Meeting Room)

Overview:

The M2 room is a shared resource for enhancing wellbeing during meetings, equipped with treadmill desks, bike desks, an arm crank, and a balance board. The room is available by reservation for meeting use, with limited availability for personal use when meetings are not scheduled.

1. Room Access and Eligibility

- **Authorized Users:** The M2 room is open to faculty, staff, and authorized guests who agree to adhere to these policies and procedures.
 - **Reservations:** The room must be reserved for meeting use. If a meeting is not scheduled, the room may be used for individual sessions on a first-come, first-served basis, up to a maximum of two hours per session.
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2. Room Use Guidelines

- **During Meetings:** The room is primarily intended for active participation in meetings. Users are encouraged to engage with the available equipment in a way that supports focus and productivity.
 - **Individual Use:** When no meeting is scheduled, individual users may utilize the room for up to two hours. Check the reservation calendar before using the room to ensure availability.
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3. Equipment Use and Safety

- **Waiver and Release Statement:** Any person who uses the M2 equipment agrees to the M2 Waiver and Release Statement posted on the M2 Room walls.
- **Treadmill Desks:** Keep speed settings low to moderate during meetings. Users must remain mindful of balance and should discontinue use if they experience dizziness or discomfort. Keep treadmills 36" from the wall behind it.
- **Bike Desks and Arm Crank:** Use at a steady pace that allows you to remain focused on meeting activities. Be considerate of noise levels and adjust as needed.
- **Balance Board:** Use the balance board for short intervals. If unsteady or uncomfortable, discontinue use immediately.

- **Safety First:** All users are expected to prioritize safety, using equipment as designed and in adherence to posted safety guidelines. Misuse of equipment is grounds for loss of access.
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4. Reservation Policy

- **Scheduling a Meeting:** Reserve the room via the designated online booking system: <https://outlook.office365.com/book/M2Room@l.uky.edu/> Meeting reservations take priority over drop-ins.
 - **Individual Sessions:** If no meeting is scheduled, individuals may use the room for up to two hours. Please check the reservation calendar before use to ensure no conflicts.
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5. General Conduct

- **Respect for Others:** All users are expected to maintain a respectful atmosphere conducive to meeting focus and physical activity.
 - **Cleanliness:** Wipe down equipment after each use with provided sanitizing wipes. Personal belongings should not obstruct others' use of equipment.
 - **Food and Drink:** Drinks in closed containers are permitted. No food is allowed to prevent damage to equipment.
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6. Reporting Issues

- **Maintenance Needs:** Report any equipment issues or safety concerns to the designated facilities manager immediately.
 - **Incident Reports:** In case of injury or malfunction, complete an incident report to document and address the issue promptly.
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By using the M2 room, all users agree to follow these guidelines to ensure a safe, respectful, and productive environment. Violation of these policies may result in restricted access or other disciplinary actions.