We are happy to announce the introduction of **Quiet Room** at ESL to promote work/life balance for greater morale, satisfaction and productivity within the ESL community. Room 251 in the old ESL building is dedicated for this purpose.

**Purpose:** The Quiet room may be used for reading, meditation, praying or any other physical activity (i.e.: Yoga) that promotes one’s spiritual, mental or physical well-being and as lactation room for nursing mothers.

**Scheduling:** **Quiet Room** will be “open to any and all ESL students, faculty, and staff” during certain times of the day, throughout the year, and marked as such on the **ESL Quiet Room calendar**. Those who wish to use the room outside the “open” hours can reserve the room through **ESL Room Scheduling**. Users are encouraged to put a comment on their reservation as “Shared Use” or “Private Use” to provide clarity in case others wish to use the room at the same time. “Private Use” reservation requests lasting more than 2 hours are highly discouraged and will be reviewed case-by-case basis.

**Available Resources:** The room includes a desk, a chair, a two-seater couch and two seats with side table. OSU Wi-Fi is available throughout the building.

**Room Maintenance and Usage Guidelines:** The users are responsible for leaving the room clean and tidy. It’s not a breakroom so eating is not allowed. **Please remember to maintain silence when sharing the room with others, therefore talking loud or using cell phones are highly discouraged.** Tolerance and respect must be practiced at all times as people from different walks of life and belief systems will be sharing the space.

**Questions/Feedback:** For questions or concerns, please contact Alissa Comella (Comella.3; 2-0609). Feel free to complete an anonymous survey about the use of ESL Quiet Room at [http://go.osu.edu/ESLQuietRoomFeedback](http://go.osu.edu/ESLQuietRoomFeedback)