

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>