

Barnum/Dana Space Use Guidelines (approved 6/17/2019)

The goal for reuse of Barnum and Dana Halls (to be called Barnum Hall) is to create a lively, cross-school, easily navigated academic environment. The renovation retains the current layout of each floor to a great extent. Therefore, the future uses and occupants will need to function within the existing mix of large spaces (e.g., former teaching and research labs) and small spaces (e.g., offices, meeting rooms, lab support). At the onset of the project in 2017, the Project Sponsor Group (PSG) recommended the following guidelines for the allocation and intended use of space to inform the design process. The PSG is now recommending additional protocols for the management of the many shared spaces in the complex, outlined as an addendum to this document.

GENERAL

- Maximize the amount of common and shared learning, work, and social spaces to enable collaboration
- Maximize natural light for all occupants and visitors
- Ensure ease of way finding for occupants and visitors
- Enliven the multiple building entry points with signage
- As appropriate, incorporate opportunities to display the history of Jumbo and Barnum Hall in shared spaces throughout the renovated complex
- Integrate information technology and wellness initiatives into programming and design
- Explore opportunities to co-locate small programs for potential to share staff, cross-train, provide backup, etc.

CLASSROOMS / MEETING ROOMS

- Provide a variety of classroom sizes, technology levels, and presentation formats
- Maximize the classroom and meeting room utilization through centralized scheduling

OFFICES

- Limit the assignment of the few windowed private offices to full-time teaching faculty, as well as staff for whom acoustical privacy is necessary on a regular basis
- Preserve some private office space for touch-down use (e.g., for faculty and staff whose primary office is elsewhere) and quiet work spaces
- Create comfortable, functional open office environments
- Optimize the number of small rooms available to building occupants for private meetings, phone calls, etc.

Addendum #1: Barnum Hall Shared Space Management

The multidisciplinary nature of the renovated Barnum Hall also includes several shared spaces that will require clear management and usage protocols. Building management will convene periodic meetings with representatives from each of the occupant groups to review and discuss usage protocols outlined below according to shared space type. During the initial phases of operation, building management will be handled by the Director of Academic Space Management and/or his staff.

SHARED STUDENT WORKSPACE

- Rooms: 216
- Room 216 will be available for students – primarily graduate student and postdoctoral associates, but possibly undergraduates -- affiliated with any of the occupant groups in the building. Specific desk assignments will be made by building management on a term basis. Priority will be given to post doc associates and graduate students in those programs with less shared workspace within their dedicated suites. Given that this room will be shared by multiple groups in a spirit of collaboration, it is expected that any equipment (furniture, printers, fridges, microwaves, etc.) placed in the room will be available to all occupants of the space. Also, in the spirit of collaboration, it is expected that the room 216 occupants will interact with each other on a daily basis; therefore, a conversational noise level can be expected. The 2 huddle rooms, 216A and 216b, are available for small group meetings, for private phone calls, and for quiet study when needed.

AUDITORIUM / CLASSROOMS

- Rooms: LL08 (226 seats), LL34 (20 seats), 104 (99 seats), & 208 (30 seats)
- These spaces will be first scheduled for courses through Reserve Tufts, and then may be scheduled for meetings or events outside typical class hours as approved by building management.
- Semester courses scheduled through Reserve Tufts will adhere to the following set of principles:
 - AS&E semester courses will be scheduled first in rooms LL08 and 104; all other courses, meetings, and events can be scheduled in these two rooms after the AS&E semester course schedule is finalized
 - Semester courses will be scheduled first for all Schools in rooms LL34 and 208; meetings and events can be scheduled in these two rooms after the semester course schedule is finalized.
 - Room scheduling will be “amenity based” – prioritizing the match of projected course enrollment with classroom seat counts and room amenities (e.g., AV, furniture type, etc.). The “home court advantage” (prioritizing courses of faculty who are building occupants) will not apply.

STUDIOS

- Rooms: LL01, LL21, LL22, LL26, LL32, 200, & 204

- These spaces will be first scheduled for courses through Reserve Tufts, and then may be scheduled for meetings or events outside typical class hours as approved by building management.
- Semester courses scheduled through Reserve Tufts will adhere to the following set of principles:
 - AS&E semester courses will be scheduled first; all other courses, meetings, and events can be scheduled in these two rooms after the AS&E semester course schedule is finalized
 - Room scheduling will be “amenity based” – prioritizing the match of projected course enrollment with classroom seat counts and room amenities (e.g., AV, furniture type, etc.). The “home court advantage” (prioritizing courses of faculty who are building occupants) will not apply.

MEETING ROOMS

- Rooms: LL06 (10 seats), Rabb Room 100 (25-50 seats), 133 (12 seats), 232A (16-20 seats), & 232B (10 seats)
- These spaces may be scheduled through Reserve Tufts for meetings or events.
- Room 232A: Given the larger size of 232A, that room would require approval/confirmation by building management, while the others would be auto-approved through Reserve Tufts.
- Room 100: The Rabb Room will be a highly desirable meeting and event space for not only the occupants of Barnum Hall, but also the occupants of nearby Ballou. This space will be reservable on Reserve Tufts, with all reservations being subject to approval by Building management. Given the expected heavy use by Tisch College, a designated staff member within Tisch will be granted approver status for this room within Reserve Tufts to allow Tisch College to reserve the room without management approval. However, only building management will have the authority to modify the reservations of other users.

EVENT SPACE

- Rooms: LLH3.2 (Lobby outside LL08), 100H5 (Lobby outside 104)
- These spaces will be available for events as appropriate.
- Room LLH3.2 will likely only be scheduled concurrently with an event or speaker in LL08. Regardless, the booking of that space will have to be closely coordinated with the LL08 schedule.
- Room 100H5 will have to be coordinated with the schedule in 104. In addition, given the proximity of the Tisch College administrative offices, events in this space should be generally limited to 4 pm or later during normal business days or on weekends.

BUILDING SERVICES

- Rooms: ML39 (shared office space), 238 (kitchen)
- Room ML39 will be available for shared office usage which may include centralized printing and other similar needs.
- Room 238 is within the space designated for TIE, but as the only kitchen on the 2nd floor, the use of the kitchen needs to be available to all occupants of the ML & 2nd floors.