

Reminder regarding Department policies:

1. Beverage (coffee, tea, water) service:

The Anthropology Department at St George provides beverage service at no charge for:

- Staff meetings
- Executive meetings
- Colloquium events
- Tri-campus committee meetings
- St. George Board meetings
- Graduate Board meetings
- Job talk and search events/meet & greet

Should you require beverage service (including coffee, tea, sugar, milk, etc.) during regular business hours, for any other event in the department it is up to you/your group to provide supplies, and to set up and clean up from this service. With 48 hours' notice, the department is able to provide access to cups, a coffee pot/urn and a hot water carafe. If you are ordering food, it is your responsibility to make those arrangements including ordering, set up and clean up. Department affiliated groups may request a budget for beverage service for functions with sufficient rationale and notice, but the department supplies are for the specific department functions listed above and not for general purposes.

2. Faculty Lounge Use;

The faculty lounge (AP 248) at 19 Russell St. is intended to serve only as a faculty lounge and mail room only, with rare exceptions. On occasion, the lounge is booked and used by the department as a meeting space for events such as candidate meet & greet site visits, which will be communicated to faculty via front office staff.

The lounge is not intended for meetings, classes with students, or private functions. If you require space for student meetings and/or classes you may book room 245 or other appropriate space in the building through Sophia.