



School of Social Work Reflection Room Guidelines

The University of Michigan School of Social Work offers students, faculty, and staff a reflection room located in 1688 School of Social Work Building. The Reflection Room is for individuals wishing to engage in structured or unstructured reflection which could include prayer or meditation. The room may be accessed during hours the lower level desk is open (typically Monday – Friday 7:45 am to 10:00 pm and Saturday 9:00 am to 5:00 pm and Sunday 9:00 am to 10:00 pm during fall and winter terms.

In the interest of respect and consideration, individuals who utilize the Reflection Room must observe the following guidelines:

- Reservations are for 20 minutes. Use is limited to 20 minutes if others have signed up for the next appointment time.
- During operating hours, the room is dedicated for individuals wishing to engage in structured or unstructured reflection.
- No organized services or scheduled reoccurring events are permitted.
- Sleeping or studying is not permitted in the Reflection Room
- Users should try to utilize the space in a quiet manner
- No organized events or services can be held in the Reflection Room
- Electronic devices (e.g., computers, cell phone, tablets, etc.) are not permitted in the Reflection Room and should be turned off or silenced before entering
- No food or beverages are allowed in the Reflection Space
- Users should return the space to the original set up
- Users should be considerate in limiting time in the space so other individuals may utilize the space as needed
- Room furnishings placed in the room must remain in the room.
- The School of Social Work is not responsible for personal belongings left in the space.
- Users who do not comply with this policy will be asked to leave the room by faculty, staff, and/or university authorities.

Reservations

Reservations may be made online by School of Social Work community members with the [SSW Reservation System](#). Reservations must be made at least 24 hours in advance.

Drop In Hours

University of Michigan student, faculty and staff with University identification cards may utilize the room through drop in hours on a space available basis by signing in at the desk in the lower level of the School of Social Work Building.