

Guidance on access to Hub and Allen Center (AC)



















Rules for being in the Hub or Allen Center

Mon/Tue/Thu/Fri

- 1. You must have an in-person seat assignment for a class to be granted access to the Hub or Allen Center
- 2. If you have an in-person class seat on a given day, you may reserve hoteling space in the Allen Center. You must make a reservation by 5 p.m. the day before. Hoteling spaces will be available from 11:30 a.m. to 1:30 p.m.
- 3. You must follow the guidance below

Wed/Sat

- 1. You must have an in-person seat assignment for a class or a reserved seat in a scheduled non-curricular event
- 2. You must follow the guidance below

Time periods			
Morning	Lunch	Afternoon	What student can do
			May remain in Hub
			May remain in Hub
			Must go to reserved hoteling space for lunch event and leave after event
			Must leave by 12:45 p.m. (may have lunch before you leave)
			May arrive in time for lunch event; eat lunch in reserved hoteling space, then go to class
			May arrive after 12:45 p.m. (may have lunch before class)

Note: For night classes, follow above guidance and enter Hub 30 minutes prior to class (as appropriate)

Example scenarios

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
	Student with morning in-person class only and did not reserve a hoteling space in the AC	Student with morning in-person class only and reserved a hoteling space in the AC prior to 5 p.m. the previous day	Student with afternoon in-person class only and did not reserve a hoteling space in the AC	Student with afternoon in-person class only and reserved a hoteling space in the AC prior to 5 p.m. the previous day	Student with morning and afternoon in-person classes
May enter by	30 min prior to first class	30 min prior to first class	No earlier than 12:45 p.m.	30 min prior to hoteling block	30 min prior to first class
Must depart by	Before 12:45 p.m.	End of hoteling block	After last class	After last class	After last class
Morning	Class session 1	In class (Hub)	No Access to Kellogg Buildings	No Access to Kellogg Buildings	In class (Hub)
	Break	Informal hangout space (Hub or AC)			Informal hangout space (Hub or AC)
	Class session 2	In class (Hub)			In class (Hub)
	Lunch	Informal hangout space (Hub or AC)	After 12:45 p.m.: Informal hangout space (Hub or AC)	Reserved hoteling space	Informal hangout space (Hub or AC)
Afternoon	Class session 1	Exit all Kellogg Buildings	In class (Hub)	In class (Hub)	In class (Hub)
	Break		Informal hangout space (Hub or AC) or exit	Informal hangout space (Hub or AC) or exit	Informal hangout (Hub or AC) or exit
	Class session 2		In class (Hub)	In class (Hub)	In class (Hub)
	Afternoon break		Informal hangout space (Hub or AC) or exit	Informal hangout space (Hub or AC) or exit	Informal hangout space (Hub or AC) or exit
	Evening class		In class (Hub)	In class (Hub)	In class (Hub)
			Exit all Kellogg Buildings	Exit all Kellogg Buildings	Exit all Kellogg Buildings