

Finding a Private Space for Meetings

IF YOU FIND YOURSELF IN NEED OF A PRIVATE SPACE TO ATTEND A CONFIDENTIAL MEETING (E.G. WITH DEAN, ACADEMIC ADVISORS, CAPS/ MENTAL HEALTH PROFESSIONALS, STUDENT HEALTH/MEDICAL VISITS, PERSONAL CALLS, ETC.), HERE ARE SOME OPTIONS TO CONSIDER IF YOU ARE HAVING DIFFICULTY FINDING A SPACE:

Your Room

- It is unlikely you and your roommate will have the exact same schedule at all times → plan your meetings when you will be alone in your room
- If unable to find available time, address this issue with your roommate:
 - *"I have to schedule a meeting for today, when might be a good time that I can be alone in the room for 45 minutes or so?"*
 - *"I'm sure we both will need privacy at times for certain meetings, can we come up with a plan together of how we might best handle this?"*
 - *"I'm sorry this is so last minute but I have just had a meeting pop up that I would like to attend privately, is it possible to have the room alone for 45 mins or for you to wear your headphones until I'm done?"*
- If you feel comfortable doing so, let your roommate know what is going on so they can better understand your need for privacy:
 - *"My advisor requested an urgent meeting with me about one of my classes and I'm not sure what to expect so if I can, I would feel more comfortable attending it privately."*
 - *"My mental health is important to me so I meet every other week with my counselor for about 45 minutes."*

Reserve a Room

Please limit use of these rooms to necessary confidential and/or private meetings

- Reserve a study room in the Library (For most privacy, select Basement Level 2 Study Room 011; available on first-come, first-serve basis;): To reserve a study room, [Click Here](#)
- EMS has space to reserve for Telehealth Sessions Only in the WBC or Weinstein Hall: To reserve, [Click Here](#)
- You may request to use a prayer room in the Chaplaincy Office by emailing Jamie Lynn Haskins (jhaskins@richmond.edu)

Alternative Options

- If you have a car on campus, use it as your own personal office for an hour! (or ask a friend if you might sit in their car)
- If the weather is nice, take a walk outside and find a private bench or area you can sit and have your meeting or request a phone meeting and walk and talk while you meet
- Rooms on campus might be open and available for use, visit a nearby academic building and find an empty space (most rooms have the schedules posted on the door). Please also be mindful of Covid-19 policies as some rooms might not be available for use.