

BUSN Space Policy

Room Inventory

Room 100 – Investment Center

- **Seats:** 10
- **Technology:** Large TV screen, Windows computer, video conferencing webcam
- **Availability/Guidelines:**
 - Located on the 1st floor of the Business Administration Building (BUSN).
 - Open Monday–Friday, 8 a.m.–5 p.m.
 - Lunch box-style catering allowed; no buffet space.
 - Clean up required after use.

Room 307 – Ph.D. Room

- **Seats:** 8 tables / 16 seats
- **Technology:** Large TV screen, Windows computer, video conferencing webcam
- **Availability/Guidelines:**
 - Located on the 3rd floor of BUSN.
 - Open Monday–Friday, 8 a.m.–5 p.m.
 - Faculty and staff use only.
 - Phone available. Lunch box-style catering allowed.
 - Clean up after use.

Room 310 – Lab #2

- **Seats:** 30 seats, 30 computers, podium and computer
- **Technology:** Large screen, Windows computer
- **Availability/Guidelines:**
 - Located on the 3rd floor of BUSN.
 - Open Monday–Friday, 8 a.m.–5 p.m.
 - For faculty, students, and staff.
 - No food allowed. UTEP email required. Group must be present at all times.

Room 324 – Lab #3

- **Seats:** 36 seats, 36 computers, podium and computer
- **Technology:** Large screen, Windows computer
- **Availability/Guidelines:**
 - Located on the 3rd floor of BUSN.
 - Open Monday–Friday, 8 a.m.–5 p.m.
 - For faculty, students, and staff.
 - No food allowed. UTEP email required. Group must be present at all times.

Room 327 – The Vault

- **Seats:** 7 tables, 18 seats, 2 office chairs, 1 large table
- **Technology:** Large screen, Windows computer, video conferencing webcam
- **Availability/Guidelines:**
 - Located on the 3rd floor of BUSN.
 - Open Monday–Friday, 8 a.m.–5 p.m.
 - Phone available. Lunch box-style catering allowed.
 - Clean up after use.

Breezeway – Between BUSN and Library

- **Seats:** 10 benches, seating for 30
- **Technology:** N/A
- **Availability/Guidelines:**
 - Outdoor space between BUSN and the back of the Library.
 - Open Monday–Friday, 8 a.m.–6 p.m.
 - For faculty, staff, or students.
 - UTEP email required. Group must be present.
 - Catering allowed. Clean up after use.

Marathon Courtyard – North of BUSN

- **Seats:** 8 round tables, seating for 23
- **Technology:** N/A
- **Availability/Guidelines:**
 - Outdoor space directly north of BUSN.
 - Open Monday–Friday, 8 a.m.–6 p.m.
 - For faculty, staff, or students.
 - UTEP email required. Group must be present.
 - Catering allowed. Clean up after use.

WestStar Collaborative Atrium – BUSN Lobby

- **Seats:** 4 rectangle tables, 4 square tables, 16 sofa seats, 17 chairs
- **Technology:** N/A
- **Availability/Guidelines:**
 - Located on the 1st floor of BUSN.
 - Open Monday–Friday, 8 a.m.–6 p.m.
 - For faculty, staff, or students.
 - UTEP email required.
 - Catering allowed. Clean up after use.

USE POLICY

1. Eligibility & Access

- a. Rooms are available to UTEP students, faculty, and staff. Preference will be given to Hunt Business students and Hunt Business student organizations.
- b. Reservations require a valid UTEP ID/login and must be made through the designated reservation system.

2. Usage & Duration

- a. Rooms are intended for academic, professional, or educational purposes only.
- b. The standard reservation duration is 60-90 minutes, with a 15-minute grace period for setup/cleanup.
- c. Reservations should be made at least one full week in advance.

3. Check-in & Check-out

- a. Users must check in with the designated check-in/out areas. See confirmation email for details.

Cleanliness & Maintenance

1. Pre-Use Inspection

- a. Users should inspect the room upon entry and report any damages or issues immediately.
- b. A checklist will be provided to ensure all equipment is functional and the room is in good condition.

2. Post-Use Responsibilities

- a. Users must clean up after use, including disposing of trash and returning furniture to its original arrangement.
- b. Any damages or missing items should be reported to busn_spaces@utep.edu with photos attached.

3. Cleaning Supplies

- a. Basic cleaning supplies will be available in each room.
- b. Users are encouraged to use these supplies responsibly and report any shortages to busn_spaces@utep.edu.

Prohibited Activities

1. Items Not Allowed

- a. Smoking, vaping, and consumption of alcohol are prohibited.
- b. Cooking appliances, open flames, and flammable materials are not permitted.
- c. Personal items should not be left unattended.
- d. Forgotten items will be delivered to BUSN 104.

2. Behavior Expectations

- a. Disruptive behavior, including excessive noise and inappropriate conduct, will not be tolerated.
- b. Users must respect the rights and needs of others in adjacent rooms.

Enforcement and Accountability

1. Policy Violations

- a. Violations may result in loss of reservation privileges, fines or more.

2. Damage & Liability

- a. Users are financially responsible for any damages or loss of equipment.

Special Considerations

1. Video Conference Rooms

- a. Reservations for video conference rooms must be made at least one week in advance to ensure testing can be performed prior to the event.
- b. Users must ensure all equipment is functioning before the meeting starts.