

UTEP Library-GENERAL MEETING ROOM RESERVATION FORM

Failure to return the room to the original set-up will ban your Office or group from using our meeting rooms.

Reservations: Requests to use the Library Rooms should be submitted at least five work-days in advance to the Library Administration Office (Room 316), Monday-Friday, during the hours of 8:15 AM to 4:45 PM. **Event**

Date: _____ Start time (include prep time): _____ a.m. ___ p.m. End time: _____ a.m. ___ p.m.

NOTE: No earlier than 30-minutes after the Library opens.

Room requested: Seating arrangements: Not to Exceed Capacities:	<input type="checkbox"/> Blumberg Auditorium Theater-Style (Max. 99 people)	<input type="checkbox"/> Room 309 Classroom Style (Max. 20 people)	<input type="checkbox"/> Room 410 Boardroom Style (Max. 30 people)
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Blumberg Auditorium, Room 309, and Room 410 are available to University affiliated groups only. Student Organizations wishing to use the Library rooms must be currently registered with the Student Engagement & Leadership Ctr. (SELC). Only a registered student organization and the individual listed on the approved list of the Student Organization Advisory Board done by SELC will be able to reserve the room(s). **Groups using the rooms are responsible for the physical arrangement and return to its original place immediately following the event/meeting.**

1. Requesting Dept: _____ Account Name/No. _____
 Contact Person: *(first and last name please)* _____
 UTEP Sponsor if different than Contact Person: _____
 Phone: _____ FAX: _____ Email: _____
 Purpose to use the room? (See "Conditions of Use Policy") _____
 Total number of individuals estimated to attend: _____

2. Food/Drink Request: (Refreshment Policy-page 1). All food service MUST have prior approval, and be catered through Campus Food Services (747-7460). **Alcoholic Beverages MUST be pre-approved by the President's Office.** Two tables provided at no cost. Explain FOOD request _____

3. _____

THESE ROOMS ARE PRE-EQUIPPED WITH THE FOLLOWING:		
NOTE: Equipment is set up and checked before each scheduled event. The user comes in and logs into the computer to transfer a PowerPoint from a USB or e-mail.		
BLUMBERG: (Self-Service equipment)	<ul style="list-style-type: none"> ● Podium ● Windows Computer ● Dual projectors/screens 	<ul style="list-style-type: none"> ● USB ports ● Speakers & microphone ● Interface cables for laptop connectivity
RM 309:	<ul style="list-style-type: none"> ● Chalkboard 	<ul style="list-style-type: none"> ● TV Screen
RM 410:	<ul style="list-style-type: none"> ● Chalkboard 	<ul style="list-style-type: none"> ● Screen

4. **ADDITIONAL/OPTIONAL A/V EQUIPMENT:**
Technology Needs Contact: Alex Fierro, (915) 747-6712 or email him at aefierro2@utep.edu.
 You may also contact the Collaborative Learning Center (CLC) at (915) 747-5391.

5. **FOR ALL ROOMS: Note: We do not charge UTEP Depts. or Student Organizations for the use of equipment**

	Equipment Description
√	Wireless microphone
	Wireless PowerPoint control clicker
	DVD Player-Laptop
ROOMS 309 and 410 ONLY	
	<ul style="list-style-type: none"> ● PowerPoint Bundle: Includes: Portable LCD projectors, LCD Interface cable with remote, speakers, and DVD capable laptop for PowerPoint (Note: Phone in room dials directly to Tech Support)
	<ul style="list-style-type: none"> ● TV Screen/Laptop/Speakers
	<ul style="list-style-type: none"> ● Projector/Laptop/Speakers