POLICIES FOR SMALL STUDY ROOMS

- A student ID is required for room checkout.
- Group Study Rooms available for groups of 2-4 at all times.
- For Video Conference events, room must be reserved at least 1 week in advance to ensure testing can be performed prior to the event.
- Groups will have only 15 minutes after scheduled time to use the facility. After the 15 minutes, room will be available for reservation of another group if needed.
- Any trash must be disregarded immediately.
- Food and drinks are allowed in the rooms.
- Groups must be courteous and keep noise levels to a minimum.
- Failure to comply with these policies may result in being asked to leave immediately and can prevent future reservations.

POLICIES FOR LARGE CONFERENCE ROOM

- Can be reserved by Faculty/Staff/Students for the use of Video Conferencing and Teleconferencing. Other needs for the room will be considered and submitted for approval.
- For Video Conference events, room must be reserved at least 1 week in advance to ensure testing can be performed prior to event.
- Food and drinks are not allowed in conference room, unless catered by Sodexho.
- Groups must be courteous and keep noise levels to minimum.
- Failure to comply with these policies may result in being asked to leave immediately and can prevent future reservations.