



TECHNOLOGY SUPPORT GROUP STUDY ROOM POLICIES

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 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 discarded immediately.
- Food and drinks are allowed in the rooms.
- Groups must be courteous and will need to keep noise to a minimum.
- Failure to comply with these policies may result in denial of service for future use.

! Upon meeting completion, room must be returned the same way it was checked out

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 Sodexo.
- Groups must be courteous and will need to keep noise to a minimum.
- Failure to comply may result in denial of service for future use.

! Upon Meeting completion, room must be returned the same way it was checked out