Policies for UGLC Room 320

• All UTEP students, faculty, and staff can use this room when web conferencing or teleconferencing needs are required.

• For Video Conference events, room must be reserved at least 1 week in advance to ensure testing can be performed prior to event.

• The system will not allow any reservations made with more than 14 days in advance.

• Food and drinks are not allowed in conference room, unless catered by Sodexho.

• Under special circumstances, approved reservations may be relocated.

• Groups must be courteous and keep noise levels to minimum.

• Be respectful to others and delete any approved reservations as soon as you are aware of any cancellations.

• Failure to comply with these policies may result in being asked to leave immediately and can prevent future reservations.