

Policies for UGLC Room 320

LAST AMENDED **NOV. 10, 2020**

- 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 policy follows UTEP Food guidelines on catering.
- 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.