

## Policies for Library Room 325

LAST AMENDED **MAY 1, 2019**

- 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 keep noise levels to minimum.
- Failure to comply with these policies may result in being asked to leave immediately and can prevent future reservations.