

## **LEARNING RESOURCE CENTER MEETING ROOM POLICIES**

- Sign in sheets are posted daily on each door. These rooms are on a first come, first served basis unless previously reserved by faculty. Please sign in using your:
  - a. BLAZER ID
  - b. NAME
  - c. PROGRAM
  - d. # IN GROUP
- These rooms are for group work of two or more people. If you only need a quiet place, there are two Quiet Rooms (258 and 262) for non-intrusive studying.
- Please be considerate of other students, staff, and faculty when signing up for a room. Others need to use the room so don't sign up for the whole day if you only need an hour.
- Personal belongings cannot secure a room. The LRC is not responsible for lost or missing items. Items left unattended for more than 15 minutes, will be removed and the room will be considered vacant and available to others.

## **WEEKENDS AND AFTER-HOURS**

- Housekeeping services are not available on weekends and evenings. Therefore, groups using facilities during these time periods are expected to place all litter and food and beverage waste into trash receptacles, leaving the facility in good order.
- Please check to ensure that adequate trash receptacles are available in the facility that you will be using.
- Following your event, securing the plastic liners of the receptacles will ensure that pests are not attracted to the waste before housekeeping personnel can empty the receptacles.
- You should not assume the removal of excess food and beverages is the caterer's responsibility.
- Signs posted prior to the event must be removed immediately following the event.
- Cancellations must be submitted to the LRC for cancelled events, so that building security arrangements can be updated accordingly.