UTEP Library GENERAL MEETING ROOM RESERVATION FORM

Failure to return the room to the original set-up will ban your office or group from using Library meeting rooms.

By signing below you indicate your acceptance of the privileges and the restrictions mentioned below.

Event date/s: _____ Requesting Dept./Contact: _____

UTEP Sponsor if different: _____Phone/Email: _____

Signature: _____ Today's Date: _____

Note: Not signing this form will only delay the reservation process.

PLEASE READ, SIGN AND RETURN TO: THE LIBRARY ADMINISTRATION OFFICE, ROOM 316 or Fax 747-5345.

The University Library meeting rooms are <u>NOT available for</u>: 1) non-UTEP sponsored groups, 2) regular scheduled University classes, or 3) on-going regularly scheduled meetings.   Note: Student organizations <u>must be currently registered</u> with the Student Engagement and Leadership Center. (SELC).

Violation of these policies will result in loss of privileges to use the Library Meeting Rooms.

HOURS OF AVAILABILITY:
 (Note: Exceptions to this policy are rare and must have approval of the Director of the Library).

Blumberg Auditorium**,** Room 309, and Room 410 **are available ½-hour after the Library opens through 1-hour before closing.** No meetings will start before 9:30 a.m. on Saturdays to allow time for set-up.

ROOM & SEATING ARRANGEMENTS and SPECIAL EQUIPMENT NEEDS:

Each room has a pre-set arrangement Blumberg Auditorium is set up Theater Style (**podium and riser cannot be moved or charges will apply)**; Meeting Room 309 is set up in Classroom Style, and Room 410 is set up in Board Room Style. Changes in the room set-up must be made at the time of the Reservation. **If you have additional requirements moving tables or chairs or other than these stated, please contact Facilities Services <u>two weeks in advance</u>, and they charge a fee for their services (747-7187).** Groups using the rooms are responsible for the physical arrangement of chairs, tables, and **<u>the return of furnishings to their original places immediately following the event/meeting.</u>**

Groups needing audiovisual (A/V) equipment must indicate this at the time of their request.   **Please list your A/V equipment requirements on page two of this form.** The Library Administration accepts no responsibility for setting up equipment if this information is not included. **Non-functioning equipment should be reported immediately.**
IT MAY NOT BE POSSIBLE TO FILL LATE REQUESTS.

All Audio/Visual / Technology questions, contact: Alex Fierro, (915) 747-6712 or email him at aefierro2@utep.edu. You may also contact the Collaborative Learning Center (CLC) at (915) 747-5391. **NOTE: Blumberg is pre-configured with a computer and projector setup. Mr. Fierro usually shows up before the event to turn everything on and ensure functionality, so that you come log into the computer and transfer your PowerPoint from a USB or e-mail.**

REFRESHMENTS:

Food and drinks must have prior approval, including water pitchers and cups, and can **ONLY** be provided through the Campus Food Services (Campus Catering at 747-7460).   Groups are responsible for leaving rooms in clean condition. **Alcoholic beverages MUST be pre-approved by the President's Office.** Cost of repairing stains or damage to the furniture, carpeting, or Library Collections will be charged to the department/group and must be reported immediately to the Circulation Desk on the main floor.

ACCESS TO THE MEETING ROOMS:

Rooms will be opened/unlocked 30-minutes prior to scheduled start time (not before Library opens), so please include preparation time in your request. If the room is not open, please check with a staff person at the Circulation Desk on the main floor. Circulation staff must be notified at the conclusion of the meeting that the room is vacant and ready to be secured.
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UTEP Library-GENERAL MEETING ROOM RESERVATION FORM

> **Failure to return the room to the original set-up will ban your Office or group from using our meeting rooms.**

<u>Reservations</u>: Requests to use the Library Rooms should be submitted <u>at least five work-days in advance</u> to the Library Administration Office (Room 316), Monday-Friday, during the hours of 8:15 AM to 4:45 PM. **Event Date:** _____ **Start time (include prep time):** _____ __a.m. __ p.m. **End time:** _____ __a.m. __ p.m.
NOTE: No earlier than 30-minutes after the Library opens.

Room requested: Seating arrangements: <u>Not to Exceed Capacities:</u>	____Blumberg Auditorium **Theater-Style** **(Max. 99 people)**	____Room 309 **Classroom Style** **(Max. 20 people)**	____Room 410 **Boardroom Style** **(Max. 30 people)**
Blumberg Auditorium, Room 309, and Room 410 are available to University <u>affiliated groups only</u>. Student Organizations wishing to use the Library rooms <u>must be currently registered with the Student Engagement & Leadership Ctr. (SELC)</u>. Only a registered student organization and the individual listed on the approved list of the Student Organization Advisory Board done by SELC will be able to reserve the room(s). **Groups using the rooms are responsible for the physical arrangement and return to its original place immediately following the event/meeting.**			

1. **Requesting Dept:** _____**Account Name/No.** _____
   Contact Person: (*first and last name please*) _____
   UTEP Sponsor if different than Contact Person: _____
   Phone: _____ **FAX:** _____**Email:**_____
   Purpose to use the room? (*See "Conditions of Use Policy"*)_____
   Total number of individuals estimated to attend: _____

2. **Food/Drink Request**: **(Refreshment Policy-page 1)**. All food service MUST have prior approval, and be catered through Campus Food Services (747-7460). **Alcoholic Beverages MUST be pre-approved by the President's Office.** Two tables provided at no cost. **Explain FOOD request** _____
   _____.

3.

THESE ROOMS ARE PRE-EQUIPPED WITH THE FOLLOWING:		
NOTE: Equipment is set up and checked before each scheduled event. The user comes in and logs into the computer to transfer a PowerPoint from a USB or e-mail.		
BLUMBERG: **(Self-Service equipment)**	● Podium ● Windows Computer ● Dual projectors/screens	● USB ports ● Speakers & microphone ● Interface cables for laptop connectivity
RM 309:	● Chalkboard	● TV Screen
RM 410:	● Chalkboard	● Screen

4.

ADDITIONAL/OPTIONAL A/V EQUIPMENT:
Technology Needs Contact: Alex Fierro, (915) 747-6712 or email him at aefierro2@utep.edu. You may also contact the Collaborative Learning Center (CLC) at (915) 747-5391.

5.

FOR ALL ROOMS: Note: We do not charge UTEP Depts. or Student Organizations for the use of equipment	
√	Equipment Description
	Wireless microphone
	Wireless PowerPoint control clicker
	DVD Player-Laptop
ROOMS 309 and 410 ONLY	
	● PowerPoint Bundle: Includes: Portable LCD projectors, LCD Interface cable with remote, speakers, and DVD capable laptop for PowerPoint (Note: Phone in room dials directly to Ttech Support)
	● TV Screen/Laptop/Speakers
	● Projector/Laptop/Speakers