

General Working Group Room Use Policies

Please be advised that the following are not allowed in the Working Group Room (6257):

- Smoking
- Alcohol
- Amplified sound
- Preparing or cooking food
- Obstructing or covering walls, windows, doors, or exits
- Adhering, taping, or nailing things to walls, doors, windows or floors
- Exceeding posted capacity
- Removing furniture from room and/or building
- Noise that can be heard from outside the room or in adjoining rooms (music, group singing, dancing, etc.)
- Occupying the Working Group Room outside of reserved time or after building closure

If no staff will be available at the time of your reservation,

- You may borrow cables for the monitor with a \$40 deposit.
- You may borrow a key to Room 6257 with a \$20 deposit.

You are responsible for making these arrangements in advance of your meeting with II&D staff.

Before you go...

- Reset room furniture
- Erase whiteboard
- Remove excessive trash from room