

GUIDELINES FOR USING  
THE  
**BENITO LONGORIA ROOM**

In order to protect our privilege of using this facility; please follow these guidelines:

- Place tables and chairs as they were found prior to room use
- All media equipment should be secured to original position
- Any extra handouts should be removed from area
- Tables should be inspected to see if any writing was done or damage was made
- The door should be locked and the Library staff should be notified

**FOOD USAGE**

The use of food in this room is discouraged. If you must serve refreshments:

- Consider serving food only in the foyer area and only during breaks
- Clean thoroughly after use – No one is scheduled to clean up after you so please be considerate of others who must use the room
- Pick up all food/paper products that are left over
- Make sure all food and debris have been cleaned from chairs and tables
- If trash receptacles are full please call Housekeeping (882-8257)

Thank you for your cooperation.

Lynne Depeault

Human Resources Development Manager



# HUMAN RESOURCES REQUEST FOR USE OF BENITO LONGORIA

Reservations for use of the Benito Longoria Room for use Monday through Friday from 8:00 a.m. to 5:00 p.m. must be made through the Human Resources Office.

**For use of the room other than the above times, reservations must be made through the Facilities Office.**

**If your event spans the time periods, then reservations must be made through each Office.**

User Name: \_\_\_\_\_

Department: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will food be served?                      YES              NO

Will alcohol be served?                      YES              NO

Name of applicant: \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

### Human Resources use only

Approved:                      YES              NO

\_\_\_\_\_  
Lynne Depeault – HR Development Manager

\_\_\_\_\_  
Date