

## Access

- Meeting space is available by request for official University business to UT Southwestern students, staff and faculty.
- When their mission is in keeping with UT Southwestern standards, community groups may request space.
- Fees apply to all groups.

## Scheduling Priorities

- Library classes and functions have first priority in scheduling the Library Informatics Classroom.

## Applications & Cancellations

- All room requests, changes, and cancellations must be made on-line to the [Library Classroom Coordinator](#).
- Cancellations must be received via e-mail by the Library Classroom Coordinator at least 3 business days prior to the event.

## Additional Charges

- The room is inspected for cleanliness and general condition of furnishings prior to use. Any misuse of facilities (including rearrangement of furniture and trash left in the room) and/or equipment will result in charges to the user.
- If the scheduled time of usage is exceeded, the user may incur additional charges.

## Rules of Use

- Notices, announcements, posters, flyers, etc. may not be affixed to walls, doors, doorframes, elevator walls, windows, staircases or any other indoor (or outdoor) surface other than approved bulletin boards. Directional signage may be posted on stanchions the day of the event. For information on posting signage, please contact News & Information.
- According to fire and safety regulations, group size should not exceed room capacity.

## Support Services

### Library Information Systems ([libhelpdesk@swmed.edu](mailto:libhelpdesk@swmed.edu))

- Computer specialists are available (Mon – Fri, 7:00 a.m. – 6:00 p.m.) should you encounter technical problems during your class.
- If you need additional software that is not included on the classroom computers, you will need to supply Library Information Systems with as many copies of the software as you need installed at least 14 days prior to your class.

### [University Police](#) (214-648-8311)/ [Parking Services](#) (214-648-9600 or 214-648-0779)

- Guest parking is limited during the regular work week (Mon - Fri, 8:00 a.m. - 5:00 p.m.).
- All parking spaces on campus require payment from either the department or the guest.
- South Campus Plaza Parking is prohibited, unless authorized for Official Dignitaries.
- Groups who wish to utilize valet service must contact Jack Boles Valet at (214-880-4477) as well as Parking Services.
- An online Event Assistance Form must be completed by the user for events:
  - requiring assistance from the parking and police departments
  - scheduled after hours or on weekends
  - including off campus guests
  - requiring guest parking
  - using valet parking services
  - The Event Assistance Form is located on [iAim website](#). Please note that a log in is required.

*UT Southwestern is a non-smoking environment, both indoors and outdoors.*