

**The University of Tennessee
West Tennessee Research & Education Center**

Meeting Room Usage Policy

The University of Tennessee West Tennessee Research and Education Center (WTREC) has conference rooms which are utilized primarily for bonafide UT events. During times when the rooms are not being utilized for UT functions, the University is pleased to schedule educational meetings for outside groups. Rooms may be reserved up to 60 days in advance by calling WTREC at 731-424-1643.

- Conference rooms are equipped with moveable tables and chairs.
 - Users are responsible for setting up the meeting rooms and may arrange tables and chairs in any style desired.
 - When meetings are over, it is the user's responsibility to **reset** tables & chairs into standard classroom style configuration to accommodate 60-100 people.
 - No Lobby or Kitchen tables may be placed inside meeting rooms unless approval is received from the WTREC Director (Room 104). Lobby & Kitchen tables that are rearranged for a meeting must be reset in original configuration.
- An overhead projector, screen and sound system are provided where applicable. All other audio-visual equipment must be provided by the user. *Users may not store equipment at this facility.*
- **Users are not permitted to tape or in any way fasten visuals or other items to walls.**
- Meeting facilities will be left clean and orderly. ***Groups which fail to comply will be billed for cleaning and/or repairs, if necessary.***
- Meeting participants may use the telephone located in the lobby. The number for incoming calls is 731-425-4755. Groups who wish to receive calls should plan to staff the phone. Messages will not be delivered except in cases of an emergency.
- No Food or Drinks are allowed in carpeted meeting rooms.

The University of Tennessee reserves the right to cancel the authorized use of this facility or switch user to another room or location if the need arises. **The University of Tennessee reserves the right to decline usage to any group which fails to comply with these policies and/or abuses the facility in any way.** Copies of the complete policy are available in Room 104.