

**Kyle E. White**  
**Facility Usage Policy**  
**Date Effective: August 1, 2015**

**Facility Overview:** Kyle E. White serves two functions - faculty offices and classrooms. The building also includes a common lounge area.

**Scheduling Contact:**

Classroom Contact: Academic Success and Records Office – 863-1954

Lounge Area: Available during building hours for all members of the Southwestern community but cannot be reserved for events.

**Scheduling Priorities**

*Priorities for facility use are as follows:*

1. Priority will be given to classes and academic related activities.

**See General Facilities Use Policy for regulations applicable to ALL University facilities.**

**Specific Regulation for Use of Kyle E. White**

1. If classroom furniture and equipment are moved, they must be returned to original positions at the conclusion of the event/class.
2. Food and beverages are allowed in the classrooms and lounge.