



ROOM RESERVATION POLICIES

This document outlines the policies that regulate student room reservations at the University of Richmond Career Services Employer Relations Suite in the Queally Center.

1. Students may reserve an interview room Monday – Friday, 9 AM-4:30 PM ET based upon availability and only when the University and Alumni and Career Services are open. Room usage must conclude at 4:30 PM.
2. Room reservation requests must be submitted via the online room reservation form no later than 12 PM the business day before the requested usage date. Requests after that time may not be accommodated. Requestors will receive a confirmation email if the request is accepted.
3. All visitors to the Queally Center Career Services suite are expected to follow University of Richmond current COVID-19 regulations. This may include (but is not limited to) the following requirements: adhering to social distancing recommendations, wearing a mask when not in a personal interview room, and sanitizing the personal interview room upon arrival and again prior to departure.
4. All visitors are expected to leave the interview room in the same condition it was in upon their arrival. This includes resetting any utilized furniture and clearing the room of any personal items and/or refuse. Any damage noted within the room should be reported to staff as soon as possible.
5. Eating and drinking beverages other than water in the interview rooms is not permitted.
6. Illegal activities of any kind within the interview rooms are strictly prohibited.
7. All visitors are required to treat all other individuals in the suite with courtesy and respect.

University of Richmond Alumni & Career Services Rights

University of Richmond Alumni & Career Services strives for open access and connections between students, graduates, and employers. However, Career Services reserves the right to deny room reservation requests based upon availability, internal criteria, or as a result of a student's previous refusal to adhere to the Room Reservation Policies outlined above.