



ESIC Business & Marketing School

-GROUP WORK ROOMS REGULATION

ÁREA LIBRARY

CAMPUS Pozuelo

Date

December, 2018

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Group Work Rooms can be used for a maximum of two hours, subject to **reservation in person or by telephone**.

Reservations may not be made more than one day in advance. **Reservations will be cancelled if the room is not occupied within 10 minutes of the booking hour.** Access to group work rooms is restricted to those who are registered in the Library.

Using Group Work Rooms for work-related, professional or business activities is not permitted. It is strictly forbidden to smoke, eat and drink (except water) inside the room. Non-compliance with these regulations by any individual will result in the immediate expulsion of all group members.

Occupants will be responsible for the state of the room once it has been vacated.

Telephone: 91/4524144

Time slots for the use of the rooms:

9:00-11:00

11:00-13:00

13:00-15:00

15:00-17:00

17:00-19:00

19:00-21:00