GEOLOGÍA
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GEOLOGY

Meeting Room / Study Area - "Conference Room"

Usage Rules:

The use of this room must be in the following manner:

1. Users are responsible for maintaining the cleanliness and proper use of the chairs, tables, TV, and whiteboard in this room. **Under no circumstances should chairs be pushed against the dividing wall to avoid staining or scratching it.**

2. While every user has the right to freedom of expression, this right does not include obscene or defamatory language. A low volume must always be maintained so as not to disturb people in neighboring offices or hallways. It should only be used as a meeting or study area.

3. Its use will be from Monday to Friday, 8:00 am to 4:00 pm. **UNDER NO CIRCUMSTANCES WILL IT BE USED OUTSIDE OF THESE DAYS AND HOURS**, except when previously authorized by the department director.

4. Food will only be allowed to be consumed in the kitchen area.

5. This room has Wi-Fi internet access, which **MAY NOT BE USED** for:

    a. Pornographic or sexually explicit material.

    b. Unsolicited emails.

    c. Deceptive messages.

    d. Transmission of malicious software.

    e. Any other activity that violates these rules or that affects or interferes with the performance of other users.

This policy will be updated regularly to meet the needs of our department. Users who repeatedly violate these rules may lose their privilege of using the meeting room.

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