

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
FACILITIES USE REGULATIONS

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CHAPTER ONE

GENERAL DEFINITIONS

Article 1. The purpose of these Regulations is to govern the use of the facilities of **Universidad de las Américas, A.C.** in the fulfillment of its institutional functions.

Article 2. In accordance with these Regulations, members of the University Community may use the following facilities:

- Classrooms
- Auditorium
- Conference Rooms and Virtual Classroom
- Library and Instructional Support Center
- Academic Computer Center
- Administration and Information Technology Laboratories:
 - Software and Business Laboratory
 - Microsoft Certification Laboratory
 - SUN Java Certification Laboratory
 - CISCO Networking Certification Laboratory
- Behavioral Sciences and Development Laboratories:
 - Gesell Observation Rooms I and II
- Communication Laboratories:
 - Television Studio
 - Radio Booth
 - Print Media Laboratory
- English Laboratory
- Law Forensic Practice Laboratory
- International Relations Workshop
- Student Development Workshops:
 - Multipurpose Room
 - Visual Arts Studio
 - Photography Studio
 - Theater Studio
- Gymnasium
- Sports Court
- Cafeteria
- Parking Lot
- Photocopy Center
- Medical Office
- Restrooms
- Common Areas

Article 3. The use of the facilities referred to in the preceding article, as well as any facilities the University may establish in the future, shall strictly conform to the purpose for which they are intended.

Article 4. Access to the facilities, equipment, and materials assigned thereto shall be granted to members of the University Community, including students, faculty members, employees, and other authorized individuals, who must provide appropriate identification.

Article 5. The facilities governed by these Regulations shall provide services exclusively to members of the University Community during the days and hours established for their operation.

Article 6. The use of the facilities may be suspended in cases of force majeure, at the discretion of the President, provided that prior notice is given to the University Community.

Article 7. The President, with the assistance of the individual responsible for each facility, may issue such regulations as may be necessary for the proper use and operation of the facilities, taking into consideration their specific nature.

Article 8. The individuals directly responsible for the facilities shall oversee their management and operation. They shall be authorized to carry out all actions necessary to ensure that the facilities fulfill their intended purpose and shall be responsible for ensuring that users comply with these Regulations and with any administrative provisions that may be issued.

Article 9. The control and supervision of the facilities shall be the responsibility of the Maintenance and Physical Plant Department, which shall provide access to the facilities to ensure their proper use.

Article 10. Based on the recommendations of the individuals responsible for the facilities and subject to budget availability, the President shall seek to allocate sufficient resources to ensure the quality and continuity of the services provided in the University's facilities.

Article 11. University personnel shall comply with these Regulations and shall cooperate in ensuring their enforcement. They shall also treat users with respect and provide services efficiently.

Article 12. All users shall be required to:

- a) Comply with these Regulations and with any administrative provisions issued pursuant thereto.
- b) Be responsible for any materials and equipment entrusted to them. In the event of damage or loss, users shall pay the full cost of repair or replacement.
- c) Contribute to the preservation of the University's buildings, furniture, equipment, and collections located within the facilities, and comply with all established control, security, and monitoring procedures.

- d) Treat other users and University personnel with respect.
- e) Refrain from smoking in designated non-smoking areas.
- f) Refrain from posting advertisements or notices unless expressly authorized by the Office of Student Development.
- g) Refrain from using University facilities for political or religious campaigning of any kind.

Article 13. Failure to comply with these Regulations or with any administrative provisions issued pursuant thereto shall result in the imposition of the sanctions established in the General Regulations and other applicable provisions of the Institutional Regulations.

TRANSITIONAL PROVISIONS

First. These Regulations will take effect in February 2025.

Second. Any matters not addressed in these Regulations shall be reviewed and resolved by the **University Council**.

Third. The first revision of these Regulations was approved by the University Council and entered into force on **February 2025**.