

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
GUIDELINES FOR THE USE OF
WE WORK



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The **We Work** at Universidad de las Américas, A.C. is a flexible workspace that includes coworking areas and meeting rooms for students and faculty members. It is equipped as a classroom with a multimedia projector, projection screen, and a Polycom camera for distance learning courses

Article 1. The We Work is open from **Monday through Friday, from 9:00 a.m. to 3:00 p.m.**

Article 2. The We Work provides computer and communication services for file management, wired and wireless Internet access, e-mail, and printing.

Article 3. Activities carried out in the We Work shall be primarily academic in nature and not intended for recreational or entertainment purposes.

Article 4. Users of the We Work shall comply with the following:

- a) Only one user may use each workstation.
- b) Entry to and exit from the We Work must be through the turnstile installed at the entrance, which controls user access.
- c) Bringing or consuming food or beverages, as well as smoking, is strictly prohibited inside the We Work.

d) Users may not use another person's account.

e) Users must conduct themselves appropriately at all times.

f) Users must respect the workspaces of other users.

g) Users are responsible for keeping their workstation clean and orderly.

Article 5. The Office of Student Services shall be responsible for recording, in the course schedule for each academic semester, those courses that will be held in the We Work facility and for publishing the corresponding schedule of use.

TRANSITORY PROVISIONS

First. These Guidelines shall become effective as of **January 2025**.

Second. Any matters not covered by these Guidelines shall be reviewed and resolved by the University Council.