

SECTION: Business Affairs
SUBJECT: Kinlaw Library Room Reservation Policy

ISSUED BY: Provost
REPLACES: New
APPROVED BY:
EFFECTIVE DATE: October 2003

Policy

- **When requesting a room, please specify precisely which room is needed.** Rooms are reserved at the time of request, with priority first to the Board and Faculty, then staff, students and lastly outside groups.
 - **Board Room**, third floor room 329, capacity 35 – 44 (not recommended for classroom usage)
 - **Conference Room** next to the Chapel on the main level, room 222, capacity 14 – 16, white board available (not recommended for classroom usage)
 - **Room 152**, Bibliographic Instruction room 152, first floor, capacity 24, Elmo and whiteboard equipped. The library has priority usage of this room for instructional purposes. If students need to use this room, they must have **faculty supervision and approval from the IS director's office, ext. 2174.**
- Rooms are booked only during normal library operating hours. The Provost must approve room use when the library is normally closed.
- If a different formation is needed for the table arrangement in the Board Room, the Physical Plant must be notified within 48 hours of the event to move them for your event. If this is impossible, time wise, **please make sure that two persons lift each table – do not drag them across the carpet.** We ask that the table formation be put back in the standard arrangement unless the Library Staff Assistant has told you otherwise.
- If you need the room for set-up purposes prior to usage, please book the previous day or enough time for physical plant to rearrange the room.
- Hours that are stated when the reservation is made must be kept exact. If the room is needed prior to the event or longer than originally requested, please call Library Staff Assistant @ Ext. 2143 to see if a time change is possible.
- If you book any three of the library rooms and decide to use a different facility, please call Library Staff Assistant @ ext. 2143 to let her know of the change.
- Please state whether food and/or drink will be included with your usage. Both are permitted, but all trash should be placed in trash containers prior to leaving the room.
- **Large Receptions:** please be responsible to report to physical plant the clean-up that is necessary before operational hours the next day (if at all possible)
- All personal items left in the room will be placed in our lost and found at the circulation desk.