

Meeting Room 123
Rev. draft 4/14/11 Rev 5/3/2011 DEK

Purpose of room:

Room 123 is available for use by Syracuse University students, faculty, staff, and sponsored guests for academic purposes. Room 123 is not to be used for recreational or social purposes.

Location:

Room 123 is on the northwest (Waverly Avenue) perimeter of the first floor of Bird Library (see http://library.syr.edu/about/tour/images/floor_1_med.jpg for floor map).

Priority for use of Room:

- 1) Library-provided instruction sessions,
- 2) Library-sponsored meetings and events,
- 3) Non-Library-sponsored meetings or events.

Individuals with a lower priority must relinquish the room to those with a higher-priority.

Hours available for reservation:

Room 123 is available during the hours the first floor Access Services desk is staffed (see service desk hours at <http://library.syr.edu/hours/service.php>). Functions requiring media equipment must allow a 15-minute set-up time after this desk opens. All functions must be concluded at least 30 minutes prior to this desk's closing.

Room capacity:

The standard furniture layout (see [url]) seats X. Room capacity varies depending on the furniture layout but may not exceed 20 people.

Technology available:

Wireless, Ethernet, telephone jack. Additional equipment is available upon request [refer to Resource list in R25]; The host of the function is responsible for operation of the equipment during the event.

Food and Drink allowed?

Yes

General Room Policies:

See <http://library.syr.edu/services/space/form-findroom.php>