

LIBRARIES MEETING ROOMS AND CLASSROOMS POLICY

Scope

This policy governs the use of all Syracuse University Libraries rooms that are available for University faculty and staff to reserve for classes or meetings. Failure to follow these policies may result in loss of room use privileges for the user and the group and/or the assessment of a fee.

Room reservations

Individuals holding a valid current Syracuse University faculty or staff I.D. may reserve designated Libraries classrooms and meeting rooms. Room reservations must be made via the appropriate form on the Libraries [Reserve a Room](#) web page. Telephone and email reservations are not accepted. The Libraries will assign a room based on availability and on the specifications included in each request. In order to provide equitable access to Libraries spaces, the Libraries reserves the right to limit frequency and duration of use. The Libraries generally does not accept reservations requested more than three months in advance. All meeting spaces require a full time SU staff or faculty member be present at the meeting or event.

Cancellations or changes

If cancellations or changes in the reservation(s) become necessary, the registrant must notify the Libraries by phone (315.443.2573) or email (librooms@syr.edu) at least 24 hours in advance of the scheduled event.

Room access

The event's coordinator must obtain access to the scheduled room from the Circulation Desk staff on the first floor of Bird Library. Registrants should be prepared to show their SU I.D. upon request.

Room set-up

The event's coordinator is responsible for setting up the room, using only the furniture available within the designated room. The Libraries does not provide assistance with set-up or clean-up. At the end of the event, the coordinator is responsible for returning the furniture to its default arrangement which is posted on or near the room entrance. The host may request additional help with setup and/or cleanup through Physical Plant (315.443.1234).

Groups may not affix any materials to the walls or doors of the room or Libraries public areas without explicit permission from the Libraries. All signs must be posted in stanchions or other approved sign holders.

Accessibility and accommodation

Accessibility features are detailed in each room's description on the Libraries [web site](#). The group or individual sponsoring the function is responsible for arranging special accommodations for participants (e.g., CART, sign language assistants, etc.), and for complying with the provisions of the Americans with Disabilities Act. The event's coordinator also is responsible for arranging the room's furniture so as to allow for accessible seating.

Catering

All events in which food will be served must be catered by [Campus Catering](#). The event coordinator is responsible for ordering and paying for all catered items, and for forwarding a copy of the catering order to the Libraries prior to the event. A Catering staff member must be present if a sterno or other open flame food warming system will be in use. The event coordinator is responsible for insuring that all food and beverages are removed or properly disposed of at the end of the event. Under no circumstances may food be left in the room at the end of the event.

Technology

The technology available in each room is described on the Libraries web site and in the policy statement for each room. This technology is available on a self-serve basis; each room contains a printed guide for operating the equipment and instructions for actions to take in the event of an equipment problem. The event coordinator must designate an individual who is familiar with the presentation equipment available to assist if the presenter cannot operate the equipment by themselves.

Safety and security

The host is responsible for ensuring that attendance at the function does not exceed the legal capacity established for the meeting room, which is published on the Libraries web site. The group or individual sponsoring the function must inform participants of the location of emergency exits and restrooms. In the case of an evacuation all event participants must exit the building via the nearest emergency exit. The group or individual sponsoring the event is responsible for ensuring that the room is not left unlocked and unattended at any time during the event and that the room is securely locked at the end of the event. Meetings/functions must be conducted so as not to disturb Libraries operations. The Libraries reserves the right to terminate any function that causes an undue disturbance or endangers the health and safety of participants, Libraries patrons, and/or Library staff.

Use of Libraries Name

The name of Syracuse University Libraries or Bird Library may be used only as a designation of the location of the function, unless the Libraries sponsors the event. Promotional materials relating to the function must specify the sponsoring group. The use of the Libraries' meeting rooms does not constitute an endorsement of the content of the meeting or event.

Personal Property

The Libraries is not responsible for damage or loss of any personal property or other items left in the room. Items left in room will be taken to the Lost and Found in the Bird Library first floor Security Office, room 125.

Property Damage or Loss

The group or individual sponsoring the function accepts financial liability for damage to Libraries facilities and/or loss of Libraries property.