Hillyer Room (Room 606)
Meeting Room Use Policy

Purpose of room
The Hillyer Room (room 606) is available for use by Syracuse University faculty, staff, and sponsored guests for scholarly or academic events.

Priority for use of the room is as follows:

1. Events with anticipated group size of 30 or less that occur on weekdays during the available hours detailed below, including set-up and clean-up time
2. Hybrid online/in-person events
3. In the event of multiple requests for the same date/time, the room will be assigned on a first-come first-served basis.

Location
The Hillyer Room is located on the sixth floor of Bird Library (see the Bird Library 6th Floor Map).

Hours available
This room generally is available during the hours of 8:00 AM to 4:30 PM on Mondays, Tuesdays, Thursdays, and Fridays and 8:00 AM to 6:30 PM on Wednesdays. Functions requiring media equipment must allow 15-minutes for set-up and take-down before and after the event.

Room capacity and set-up
Room capacity varies depending on the furniture layout but may not exceed 34 people. The standard furniture layout includes chairs in rows, and four tables with wheels that may be reconfigured as needed (see photo). See the Libraries Classroom and Meeting Room Policy for more information about room set-up requirements.

Food and Beverages
Beverages in spill-proof containers are permitted. Catered events are permitted only if catered by Syracuse University Catering Services. 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 ensuring that all food and beverages are removed or properly disposed of at the end of the event. See Libraries Classroom and Meeting Room Policy for additional information.
Accessibility
The Hillyer Room provides the following accessibility features:
- Lapel and wireless hand-held microphones
- Flexible floor plan to allow for varied seating arrangements
- Blackout curtains (note that door window glass cannot be covered)
- Assistive listening device (Listen Display Receiver)

See the Libraries Meeting Room Policy for more information about accessibility.

Technology available
All equipment is set up for self-service. The event coordinator is responsible for setup, operation, and shutdown of the equipment. See the Libraries Meeting Rooms web page for additional information and video instructions for using the technology.

An AV rack is located in the closet nearest the windows, which can be unlocked using the same key that opens the room. The rack should not be moved.

Available equipment includes the following:
- wireless and wired network
- presenter PC
- wall-mounted media controller
- ethernet, HDMI inputs
- computer speakers
- HD display screen
- wireless keyboard and mouse
- room microphone
- wireless hand-held microphone
- lapel microphone
- assistive listening device (Listen Display Receiver)
- web cam
- conference phone
- laser pointer

Cell phones, tablets, laptops, and PCs are among the different devices that can be connected and viewed on the screen (adapters for all variations are not provided).

Emergency Evacuation
In the case of a building evacuation, all room occupants must exit the building from the nearest stairwell. All elevators are disabled during emergency evacuations. The nearest emergency exit is to the left upon exiting the room. An additional emergency exit is at the opposite end of the corridor, through the wooden double doors adjacent to room 605.
Additional Information
Syracuse University Libraries Meeting Room and Classroom Use Policy [PDF]

Syracuse University Libraries Meeting and Classroom Request form

To cancel a room reservation contact Library Administration at 315.443.2573 or librooms@syr.edu