

CLASSROOM AND MEETING ROOM POLICY

HILLYER ROOM, ROOM 606

Purpose of room

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

Priority for use of 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. Events that do not require audio visual technology;
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 and hours available

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

This room generally is available during the hours of 8:00 AM to 4:30 PM on Mondays, Wednesdays and Fridays and 8:00 AM to 6:30 PM on Wednesdays. Functions requiring media equipment must allow a 15-minute set-up time.

Room capacity and layout

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](#)).

Accessibility

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 Hillyer Room provides the following accessibility features:

- » Lavalier, and podium, and wireless hand-held microphones;
- » Flexible floor plan to allow for varied seating arrangements;
- » Blackout curtains and flexible lighting options (note that door window glass cannot be covered).

Technology available

All equipment is set up for self-service. The host of the function is responsible for setup, operation, and shutdown of the equipment. See the Libraries Meeting Rooms and Classrooms [web page](#) for additional information and video instructions for using the technology. Available equipment includes the following:

- Retractable projection screen;
- An audio visual cart stored in the room closet closest to the windows, equipped with laptop, projector, speaker phone, wireless keyboard and mouse, and speakers;
- Air Orange wireless, Ethernet;
- Easels are located in the same closet as the AV cart.
- The host of the function is responsible for retrieving the AV cart from the closet as well as returning it to closet at the end of the event.

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 insuring 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.

Additional Information

Syracuse University Libraries Meeting Room and Classroom [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 at least 24 hour prior to scheduled event.