Peter Graham Scholarly Commons (Room 114)  
Meeting Room Use Policy

**Purpose of room**  
The Peter Graham Scholarly Commons (PGSC) 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 an anticipated group size of 31-75 people
2. Events occurring on a weekend or lasting later than 5:00 PM on a weekday with an anticipated group size not to exceed 75 people
3. Events that are **not** hybrid (online and in-person)
4. In the event of multiple requests for the same date/time, the room will be assigned on a first-come first-served basis.

**Location**  
PGSC is located in room 114, in the southwest corner of the first floor of Bird Library (see [floor map](#)).

**Hours available**  
This room generally is available during the hours the first floor Circulation Desk is staffed (see Weekly Service Desk [Hours](#)). 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 the Circulation Desk’s closing.

**Room capacity and set-up**  
Room capacity varies depending on the furniture layout but may not exceed 75 people. The standard furniture layout (chairs in rows) most comfortably accommodates 65 people. See the Libraries Meeting Room [Policy](#) for additional 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
PGSC provides the following accessibility features:

- Wall-mounted CART display (event coordinator must schedule CART services)
- Lapel, podium, and wireless handheld microphones
- Adjustable height teaching station
- Flexible floor plan to allow for varied seating arrangements
- Blackout curtains and flexible lighting options.

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.

Available equipment includes the following:

- Presenter PC
- Wireless or wired keyboard and mouse
- Wireless and wired network
- Ethernet, HDMI inputs
- Conference phone
- Computer speakers
- Audio system with lapel, podium, and wireless hand-held microphones
- Ceiling-mounted HD projector
- DVD/VHS player
- Wall-mounted retractable viewing screen
- Height-adjustable and moveable teaching station
- Touch panel controller

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 exit. All elevators are disabled during emergency evacuations. The nearest emergency exit is the main doorway on the south side of the building. Additional emergency exits are in the four corners of the building and the main doorway on the north side of the building.

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