

MEETING ROOM AND CLASSROOM POLICY

PETER GRAHAM SCHOLARLY COMMONS, ROOM 114

Purpose of room

The Peter Graham Scholarly Commons (PGSC) is available for use by Syracuse University faculty, staff, and sponsored guests for events of a scholarly or academic nature.

Priority for use of the room is as follows:

1. Events with an anticipated group size between 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. 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

PGSC is located in Bird Library, in the southwest corner of the first floor, (see the [Bird Library 1st Floor Map](#)). PGSC 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

Room capacity varies depending on the furniture layout but may not exceed 75 people. The standard layout is auditorium style (chairs in rows). See the Classroom and Meeting Room Policy for more information about room set-up.

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 PGSC provides the following accessibility features:

- » Wall-mounted CART display (event coordinator must arrange for CART services by completing the required request [form](#));
- » Lavalier, podium, and wireless hand-held microphones;
- » Adjustable height podium;
- » Flexible floor plan to allow for varied seating arrangements;
- » Blackout curtains and flexible lighting options.

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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:

- » PC;
- » Projection screen;
- » Wireless or wired network;
- » Conference phone;
- » Audio system with lapel, podium, and wireless hand-held microphones;
- » Easels (located in rear coat closet),
- » DVD/VHS player,
- » A ceiling-mounted HD projector,
- » Wall-mounted retractable viewing screen;
- » Height-adjustable and moveable teaching station
- » Touch-panel controller;
- » VGA, Ethernet, HDMI inputs;
- » 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).

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 sterno or other food warming devices are to be used. 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 the scheduled event.