

## MEETING ROOM AND CLASSROOM POLICY

### SPECTOR ROOM, ROOM 608

#### **Purpose of room**

The Spector Room (Room 608) 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 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 Spector Room is located on the sixth floor of Bird Library (see the [Bird Library 6th Floor Map](#)). This room generally is available 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 a 15-minute set-up time.

#### **Room capacity and layout**

Room capacity varies depending on the furniture layout but may not exceed 30 people. The standard furniture layout includes four rows of tables and chairs (see [photo](#)). Spector Room tables and chairs can be moved, but do not have wheels.

#### **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 Spector Room provides the following accessibility features:

- » Lavalier and podium 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:

- » PC
- » Wireless or wired keyboard and mouse;
- » Wireless or wired network;
- » Conference phone;
- » Audio system with lapel and podium microphones;
- » A ceiling-mounted HD projector;
- » Wall-mounted retractable viewing screen;
- » Moveable teaching station;
- » Media control panel;
- » 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).
- » Additional equipment is available upon request.
- » Equipment set up is self-service.

## 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](mailto:librooms@syr.edu) at least 24 hour prior to scheduled event.