

LIBRARY RESERVED ROOM POLICY

ALL MEETING SPACES

Room reservation

To make a reservation for any Library meeting space, complete a [Reserve a Room](#) form. In order to provide equitable access to library spaces, the Library may impose limitations on frequency and duration of use (see individual room policies). Reservations more than three months in advance generally are not accepted. Each room is equipped with certain technology for use during meetings. The use of this technology is to be used on a Self-Serve basis. It is the responsibility of each group to have a designated person who is familiar with presentation equipment available to assist if the presenter cannot operate the equipment by themselves.

In case of equipment breakdowns only the Library IT department can be contacted at 443-4300.

Cancellations or changes

If cancellations or changes in the reservation(s) become necessary, the registrant must notify Library Administration (443-2573) of the cancellation at least 24 hours in advance of the scheduled event.

Key information

For events scheduled by persons other than a Library staff member, access to the room will be provided through the Access Services desk (or the Computer Service Desk for Technology Team Rooms) on the first floor of E. S. Bird Library. Registrants should be prepared to show their SU I.D. upon request. All meeting spaces require a full time SU Staff or Faculty member be present at the meeting or event.

User's responsibilities

1. The group or individual sponsoring the event is responsible for set-up and clean-up of the room. The host may request additional help with setup and/or cleanup through Physical Plant (443-1234) (a fee may be charged for this service).
2. The name of Syracuse University Library or E.S. Bird Library may be used only as a designation of the location of the function, unless the Library sponsors the event. Promotional materials relating to the function must specify the sponsoring group. The use of the Library's meeting rooms does not constitute an endorsement of the content of the meeting or function.
3. The group or individual sponsoring the function must inform participants of the location of fire emergency exits and restrooms. The host is responsible for ensuring that attendance at the function does not exceed the legal capacity established for the meeting room.

4. Events requiring food must be catered by University Catering Services. The group or individual sponsoring the event is responsible for insuring that all unused items of Food and Beverage be removed at the conclusion of the event and properly disposed of.
5. Groups may not affix any materials to the walls or doors of the room or Library public areas without explicit permission from the Library. All signs must be posted in stanchions or other approved sign holders.
6. Meetings/functions must be conducted so as not to disturb Library operations. The Library reserves the right to terminate any function that causes an undue disturbance or endangers the health and safety of participants, Library patrons, and/or Library staff.
7. The group or individual sponsoring the function is responsible for arranging special accommodations for participants (e.g., assisted learning devices, sign language assistants, etc.), and for complying with the provisions of the Americans with Disabilities Act.
8. The group or individual sponsoring the event is responsible for ensuring that the room is not left unlocked and unattended at any time during the event and securely locked at the end of the event.
9. The group or individual sponsoring the event is responsible for ensuring that the room set-up is returned to its standard configuration, as posted on the website and in the room, at the conclusion of the event.
10. The group or individual sponsoring the function accepts financial liability for damage to Library facilities and/or loss of Library property.
11. Failure to follow user responsibilities may result in loss of room use privileges for the user and the group.

Library policies

The Library is not responsible for damage or loss of any personal property or other items left in the room.

Items left in room will be taken to the Library's Lost and Found in the first floor Security Office.

All library policies apply to the Team Rooms.

The Library reserves the right to revoke privileges for those individuals who do not use the space according to the requirements stated above.

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