

Hillyer Room **Room 606**

PURPOSE

The Hillyer Room is available for use by Syracuse University faculty, staff, and sponsored guests for academic purposes. It may not be used for recreational or social purposes.

LOCATION

The Hillyer room is on the sixth floor of Bird Library; see the [floor maps web page](#) for details.

CAPACITY

The standard furniture layout seats 30. Room capacity varies depending on the furniture layout, but may not exceed 36 people.

PRIORITY FOR USE

- 1) Libraries-provided instruction sessions
- 2) Libraries-sponsored meetings and events
- 3) Non-Libraries-sponsored meetings or events

Individuals with a lower priority may be asked to relinquish the room to those with a higher-priority use.

HOURS AVAILABLE

The Hillyer Room is generally available during the hours of 8 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday, and Friday and 8 a.m. to 6:30 p.m. on Wednesday. Functions requiring media equipment must allow a 15-minute set-up time after this floor opens. All functions must be concluded at least 30 minutes prior to this floor closing.

ROOM ACCESS

The room will be locked at all times; the Access Services Desk will provide entrance to the room upon event organizer supplying an SU I.D. card. Libraries staff that have a meeting room key should unlock and lock the room themselves.

TECHNOLOGY AVAILABLE

An audio visual cart is provided in the room closet closest to the windows, equipped with laptop, projector, speaker phone, wireless keyboard and mouse, and speakers. 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. The key for the closet is the room key.

All equipment is set up for self-service. The host of the function is responsible for setup, operation, and shutdown of the equipment. Libraries staff should arrange for training prior

to room use. Departmental Technology Associates provide room training for employees in their respective departments.

FOOD AND DRINK ALLOWED?

Yes, provided by Syracuse University Catering only.

USER RESPONSIBILITIES

1. The group or individual sponsoring the event is responsible for the following:
 - a. Room set-up and clean-up. The host may request additional help with setup and/or cleanup through Physical Plant (443-1234), which may charge a fee.
 - b. Informing participants of the location of fire emergency exits and restrooms.
 - c. Ensuring that attendance at the function does not exceed the legal capacity of the meeting room.
 - d. 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.
 - e. Ensuring that the room is locked at the end of the event and is not left unlocked and/or unattended at any time during the event.
 - f. Returning the furniture set-up to its standard configuration at the conclusion of the event, as posted on the website and in the room.
 - g. Accepting financial liability for any damage to Libraries facilities and/or loss of Libraries property.
 - h. Contacting Library Administration at 443-2573 to cancel a reservation.
2. The name of Syracuse University Libraries or Bird Library may be used only to designate the location of the function, unless the Libraries is a sponsor of the event. Promotional materials relating to the function must specify the sponsoring group. The use of the Libraries' meeting rooms does not constitute an endorsement of the content or function of the meeting.
3. Events involving food must be catered by University Catering Services. The group or individual sponsoring the event is responsible for ensuring that all remaining food and beverage items are removed and disposed of at the conclusion of the event.
4. Groups may not affix any materials to the walls or doors of the room or Libraries public areas without permission from the Libraries. All signs must be posted in stanchions or other approved sign holders.
5. Meetings/functions must not disturb library operations. The Libraries reserve the right to terminate any function that causes an undue disturbance or endangers the health and safety of participants, library users, and/or Libraries staff.
6. Failure to follow user responsibilities may result in loss of room use privileges.

GENERAL ROOM POLICIES

See the [Meeting Rooms](#) webpage for general policies. The Libraries are 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 Lost and Found in the first floor Security Office.

Use this [reservation form](#) to reserve a room. To cancel a room reservation, contact Library Administration at 443-2573.