

HILLYER MEETING ROOM

ROOM 606

Purpose of room

The Hillyer Room (Room 606) is available for use by Syracuse University faculty, staff, and sponsored guests for academic purposes. The Hillyer Room is not to be used for recreational or social purposes.

Location

The Hillyer room is on the sixth floor of Bird Library (see the [Bird Library 6th Floor Map](#)).

Priority for use of Room

1. Library-provided instruction sessions
2. Library-sponsored meetings and events
3. Non-Library-sponsored meetings or events

Individuals with a lower priority must relinquish the room to those with a higher-priority.

Hours available for reservation

The Hillyer Room is generally available during the hours of 8 AM to 4:30 PM on Mondays, Wednesdays and Fridays and 8 AM to 6:30 PM on Tuesdays and Thursdays. Functions requiring media equipment must allow a 15-minute set-up.

Room capacity

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

Technology available

An audio-visual cart is provided in the room equipped with speakerphone and presentation camera. The host of the function is responsible for operation of the equipment during the event.

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.

General Room Policies

[General Room Policy \[PDF\]](#)

[Reserve a Room](#)

To cancel a room reservation contact Library Administration at 443-2573.

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