

## **Library Reserved Room Policy**

### **All Meeting Spaces**

#### **ROOM RESERVATIONS**

To reserve any Libraries meeting space, complete the room reservation form on the [Meeting Rooms webpage](#). In order to provide equitable access to its spaces, the Libraries 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 self-service. It is the responsibility of each group to have a designated person who is familiar with presentation equipment to assist if the presenter cannot operate the equipment by themselves. For external users, please contact [Libraries IT department](#) at 443-4300 at least three days prior to the event to arrange training, if necessary.

Users may contact the [Libraries IT department](#) at 443-4300 in case of equipment breakdowns only.

#### **CANCELLATIONS OR CHANGES**

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

#### **ROOM ACCESS**

For external users, the Access Services desk (or the Computer Service Desk for Technology Team Rooms) on the first floor of Bird Library will provide access to the room. Registrants should be prepared to show their SU I.D. upon request. All meeting spaces require a full-time SU staff or faculty member to be present at the meeting or event.

#### **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 for this service.
  - 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 established for 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 securely locked at the end of the event and is not left unlocked and/or unattended at any time during the event.
  - f. Returning the room set-up to its standard configuration, as posted on the website and in the room, at the conclusion of the event.

- g. Accepting financial liability for any damage to Library facilities and/or loss of Library property.
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 insuring that all unused food and beverage items are removed and properly 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 explicit permission from the Libraries. All signs must be posted in stanchions or other approved sign holders.
5. Meetings/functions must be conducted so as not to 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 patrons, and/or Libraries staff.
6. Failure to follow user responsibilities may result in loss of room use privileges.

#### **LIBRARY 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.

All libraries policies apply to the Team Rooms.

The Libraries reserve the right to revoke privileges for those individuals who do not follow the requirements stated above.