

Library Conference Room Usage Policy

June 19, 2002

1. The Library Conference Room is a facility created primarily for the Library Department; its weekly meetings, interviews, library classes, lectures, and programs.
2. The space is available for study purposes whenever a scheduled function is not occurring.
3. A weekly schedule will be posted outside the room.
4. Any party wishing to schedule the room for an event may do so through the Library Department Secretary in RC A 206, ext. 5075.
5. Scheduling of the room by parties other than the Library Department may not be done more than two weeks in advance.
6. The furniture in the room may be organized according to the needs of the event, but must be left in the original state.
7. Food use in the room will be consistent with the Library Food Policy, allowing covered beverages and non-odorous snacks.
8. Any food or materials brought in for a function must be removed at the termination of the event. A waste container is provided. If required, cleaning materials are available in the Technical Services Department, RC A206.

Thank you for respecting this space.