

LIBRARY CONFERENCE ROOM POLICIES

- 1) In accordance with the Eastern Illinois University Internal Governing Policy # 143 regarding Use of University Facilities and Grounds, the Library Conference Room may be reserved for campus activities by applying to the office of the Dean of Library Services. The spaces may be reserved for non-university related activities by contacting the Office of Campus Scheduling.
- 2) The Library Conference Room may be reserved by faculty, staff, or students of the EIU community. Preference is given to those who need the facility because of its proximity to library collections or services. The Library Conference Room is not a substitute for meeting facilities located in the Martin Luther King, Jr. University Union.
- 3) Refreshments are allowed in the Library Conference Room. The Library Administration office will coordinate equipment and labor necessary for coffee setup, but other refreshments must be requested through Campus Catering, or another vendor.
- 4) All groups reserving the Library Conference Room are responsible for leaving the room in the condition in which it was found. Please report any damages to the Dean's Office.
- 5) Any group needing to use computer or media equipment in the Conference Room should contact the Library Technology Services desk, so that appropriate arrangements may be made.
- 6) No academic classes should be regularly scheduled in the Library Conference Room. The Dean of Library Services may approve occasional use of the facility.
- 7) Activities, including set-up, may take place only during regularly scheduled hours of the library unless approved in writing by the Dean of Library Services.
- 8) The Administrative Office is responsible for opening and securing the Library Conference Room. Night and weekend responsibility may be delegated to the Library Technology Service desk supervisor.

Approved 12/14/04
Library Services Council