

## MEETING ROOMS

This policy refers to Meeting Rooms 350-351, and the Hance Room. These rooms serve the needs of the following groups, in order of priority :

- " JWL meetings, committees and social events.
  - " AU classes, seminars, other academic meetings, and study groups.
  - " Official non-academic campus organizations.
  - " Other groups and organizations, with approval of the library director.
1. The Library Office Manager maintains a reservation system for use of the meeting rooms, and all requests by classes and organizations should be made in advance during normal office hours. The schedule of use is posted on the library web page.
  2. The following Information is required in order to make a reservation: contact person, phone number / email, class or organization name, and purpose.
  3. The library will not accept standing reservations for regularly scheduled classes or events.
  4. Food and beverages are not permitted in the rooms when they are used by non-library groups.
  5. The Patron Services Department will manage the use of the rooms on a day-to-day basis. Rooms will be locked when not in use. A key will be kept at the Circulation Desk, and should be returned promptly when the room is vacated. Users will be required to surrender an ID whenever the key is taken.
  6. All groups using the rooms should leave them clean and orderly. Failure to do this may forfeit their future use of the rooms.

April 5, 2001