

Meeting Room Procedure-Outside Groups

Meeting Room Booking Limits: Meeting rooms may be booked up to five days in advance. *If a person wants more information about the meeting room policy OR if they want to change something about their room booking, send calls to either Michelle or Louise directly.*

Organizations/individuals using the Community Rooms or the Conference Rooms will be required to check in at the ground floor desk prior to entering the rooms.

Ground floor desk staff will unlock the meeting room doors for the organizations. **For those events that occur in the evening or near library closing time, staff are asked to remind the organizations that they must vacate the room 10 minutes before closing**

- Organizations can be allowed into the rooms up to 20 minutes early.
- Check the Meeting Room Schedule sheet for which room to unlock, or you can verify in LibCal.
- If an organization asks for technical help, including the wireless microphones or blu-ray player, verify that they PAID for that service. **They must request technical help within 7 days of an event.**
- Organizations must pay for kitchen access, it is not automatically included.

The podium is located in the RCTV closet. The wireless microphones and blu-ray player are in the small AV closet (close to the meeting room doors) use the meeting room key to unlock the AV closet. Extra batteries are in the wireless microphone drawer.

Questions? Ask Michelle or Louise.