



# Chao Auditorium Policy

**NO FOOD OR DRINK IS PERMITTED *INSIDE* THE AUDITORIUM.**

**All reservations must be made seven (7) business days in advance of the event.**

The principal function of the Elaine Chao Auditorium is to provide a location for conducting Library business, such as classes, seminars, and meetings. When not being used for these purposes the auditorium is made available for use by other University related groups or University sponsored groups. The auditorium is not used for meetings of social organizations or groups not affiliated with the University. Groups requesting use of the auditorium agree to observe Ekstrom library policies.

## RESERVATIONS

The 150-seat Chao Auditorium located in the new wing, Ekstrom Library West, lower level is equipped with a large wall screen, a smartboard symposium, DVD and VHS player and one instructor computer with an ethernet connection.

The Office of the Dean, University Libraries / Room 203 / 852-6745 is responsible for coordinating arrangements for use of the auditorium. Individuals, groups, RSOs, and departments must reserve the auditorium using: <http://resource25.louisville.edu>.

**All reservations should be made** no less than seven (7) working days **prior to the event. Please allow one (1) week for the space request to be processed.** You can check the status of your request by checking the Pending/Approved section of the web viewer.

**No group may use the Chao Auditorium or the Conference Rooms more than 6 times in one semester, inclusive of all the rooms.**

Only Faculty and staff may schedule space in the library. Students are not permitted to schedule space in this building.

**ALL Recognized Student Organizations (RSO)**, in good standing **MUST** have a Uof L - on campus- Faculty Advisor or be sponsored by a University unit in order to schedule events in this building. The Faculty Advisor or their staff personnel must schedule the event on Resource 25.

The Faculty Advisor or sponsor is responsible for all the actions of the RSO group: damages that may occur to the Ekstrom Library facility and /or equipment and disorderly conduct by the students of the organization.

The advisor should submit a letter stating their position to the group to:  
*Room Scheduling, Ekstrom Library Rm 203, University of Louisville, Louisville, KY 40292* or  
send an email to: [marodr03@louisville.edu](mailto:marodr03@louisville.edu) .

Until verification is received from the Faculty Advisor, RSO events cannot be scheduled. *Verification information will remain on file for one academic year.*

## SCHEDULING EVENTS

ALL EVENTS WILL START 30 MINUTES AFTER THE LIBRARY DOORS OPEN

REGULAR LIBRARY HOURS	
Monday - Thursday	7:30 am - Midnight
Friday	7:30 am - 6:00 pm
Saturday	9:00 am - 6:00 pm
Sunday	Noon - Midnight

(When classes are not in session, library hours are reduced.)

<b>Fall / Spring Semester</b>	Sunday through Thursday Events Must End at 10 PM
<b>Summer Semester</b>	Sunday through Thursday Events Must End at 8 PM
Friday and Saturday Events Must End at 5 pm	

## EVENT SETUPS

The library can provide a limited number of chairs and tables for your event. Arrangements should be made through the Office of the Dean, University Libraries / 852-6745 at the time of scheduling or at least ten (10) days prior to the event. *If the library is unable to handle your request*, it is up to the individual or department / group to make arrangements through Physical Plant/ 852-6241 or go to their website [http://louisville.edu/physicalplant/forms/physical\\_plant\\_setups](http://louisville.edu/physicalplant/forms/physical_plant_setups)

## AUDIOVISUAL RESOURCES

Library Media Resources (852-6302) staff and students will be responsible for routine setup of Auditorium. Routine setup includes:

- unlocking the door
- set up of symposium computer and associated projection and sound system
- microphones (1 wireless handheld, 4 wired microphones, 1 lavalier microphone)
- laptop to symposium connection (if requested)
- remote slide advancer / laser pointer

A document camera can be set up if requested at least 10 days in advance or at the time of room request.

Any additional audio / visual needs must be handled by IT Media Services. This is especially important for events that need more technical setup and on-site technical support for the duration of the event. IT Media services has a web form at <http://louisville.edu/it/private/services/instructional/media-support.html>. Their email is [itmedia@louisville.edu](mailto:itmedia@louisville.edu) and their phone number is 852-6465.

## DAY OF EVENT

*At least 15 minutes before the meeting*, the contact person in charge of the event should report to the Media Desk, Ekstrom East – 1<sup>st</sup> Floor, so that a library employee can unlock the Chao auditorium door. Unless other arrangements have been made in advance, the Library employee must immediately return to the Media Desk.

When the session has ended, the contact person or designee should report to the Media Desk to let the library employee know that the program has ended so the room can be locked.

## REFRESHMENTS

Only light refreshments may be served in the area outside the Chao Auditorium

Cleanup should take place IMMEDIATELY after your event so that the space is ready for the next event. Please remind the caterer or your cleanup committee of this policy so you will not be charged the **\$100 fee**.

No Food or Drink or Eating Utensils can be left in the area or room. This includes coffee urns, drinking dispensers, table cloths and / or food trays. If the library staff removes any of the aforementioned items, they will be thrown out.

**If the area is not cleaned after your event, the library will generate an IUT with a charge of \$100 to your Unit Business Manager.**

## NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE LIBRARY.

**NOTE:** The Ekstrom Library Administration reserves the right to deny use of the Chao Auditorium to any group failing to observe the policies outlined above.

**NOTE:** Security for events is the responsibility of the sponsoring organizations. All parties should communicate any security needs and / or concerns with the Department of Public Safety. The library should also be made aware of your request to DPS.

If your event is being held in the library and you would like to have it posted on the libraries' event calendar, please send the **name of the event, a short synopsis, date, start and end time** to: [jessie@louisville.edu](mailto:jessie@louisville.edu)

(Revised 03/09/2012)