Conference Meeting Room Policy

Ekstrom Library East and West

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

The principal function of the Conference room is to provide a location for conducting Library business, seminars, and meetings. When not being used for these purposes the conference room is made available for use by other University related groups or University sponsored groups. Student organized events must be a Recognized Student Organization (RSO), have a university faculty advisor or an official University group or unit. The conference room is not used for meetings of social organizations or groups not affiliated with the University. Groups requesting use of the conference room agree to observe Ekstrom library policies.

RESERVATIONS

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

All reservations should be made no less than seven 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 Conference Rooms or Chao Auditorium 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 *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, Dean's Office, Ekstrom Library Rm 203, University of Louisville, Louisville, KY 40292 **or** send an email to: 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

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.)

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

SEATING CAPACITY

W 210 Conference Room / Ekstrom West	24 - 30 persons.
409 Conference Room / Ekstrom East	10 – 15 persons.

MEDIA RESOURCES

The conference meeting rooms are not setup for telephone use or conference calling. Each Conference room will have:

- ✓ a white board or chalk board
- ✓ a projection screen or white wall
- ✓ an ethernet line.

The library does provide wireless networking in the building.

Media Resources, Ekstrom Library can provide DVD players, VCRs and televisions on carts for the conference meeting rooms. These items should be requested at least 10 days in advance or when the room is being reserved. Their email address is: media@louisville.edu or you may call 852-6302.

All other equipment, including computers and projectors must be requested from IT Media Services / Belknap Campus Media Services or Television Services. The person making the reservation for their event will need to make arrangements with Media Services, web form http://louisville.edu/it/services/instructional/media-support.html
Their email address is: itmedia@louisville.edu and /or phone number is 852-6465.

REFRESHMENTS

"ONLY" Light refreshments may be served in our Conference Rooms.

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 away.

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 rooms to any group failing to observe the policies.

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**

(Revised 12-21-2011)