Knowledge Center Meeting Spaces Policy

General Principles

The Augustus C. Long Library's Knowledge Center (KC) meeting space consists of three rooms:

1. **Conference Room 101**
    a. Seating capacity: 20
    b. Default setup: boardroom style
    c. Technology: presenter hook-up, 1 monitor, whiteboard
    d. Food & drink: light fare allowed (sandwiches, snacks, beverages)

2. **Learning Lab 104**
    a. Seating capacity: 24
    b. Default setup: classroom style
    c. Technology: presenter hook-up, 4 monitors with wired and wireless screen-sharing options, smart whiteboard, video- and tele-conferencing, video- and audio-recording
    d. Food & drink: light fare allowed (sandwiches, snacks, beverages)

3. **Conference Room 103A**
    a. Seating capacity: 25-35
    b. Default setup: boardroom style
    c. Technology: presenter hook-up, 1 monitor, smart whiteboard, teleconferencing
    d. Food & drink: food & drink allowed, including catered events

All meetings spaces in KC have been designed to enhance and extend the library as the center of the academic community and campus life, primarily for CUMC community. Priority is given to activities that bring together diverse groups, allow campus-wide discussions, and provide opportunity to showcase and share CUMC scholarship and achievements. Events sponsored by and created in collaboration with KC staff are given special consideration.

All meeting spaces can be booked by faculty, staff, and students. Any external group must have a CUMC sponsor to book the rooms. Business uses may include, but are not limited to:

- Staff / Faculty / Student groups meetings
- Special events / departmental functions
- Affiliate group meetings (with CUMC sponsorship)

Reservations for meeting spaces are reviewed on the bases of relevance of the proposed activity to the mission of the library as the center of academic community and campus life, as well as availability, seating capacity, and accommodation to library staffed hours. Reservations may be rejected if other spaces are deemed more suitable for these activities.

Fees: a standard fee of $50 per hour will be applied. Additional fees may apply for technology assistance, room reorganization, cleaning, etc.

Exceptions to the policy will be considered on a case by case basis.

To start a reservation, please complete the Meeting Space Reservation Form.

Reservation time frames and frequency of use

CUMC Departments, groups, and organizations may initiate requests for reservations up to three months in advance. Requests are considered on a first come, first serve basis. Events must occur during KC staffed business hours.

Cancellations are required five business days before the requested event date (see cancellation procedures for additional details).

All event details, such as scheduled time, seating, food arrangements, etc. are required to be cleared with the location manager no later than five business days prior to the event.

Access to Hammer Building and the Knowledge Center

Requestor is responsible for facilitating with the Public Safety department and ensuring that all non-CUMC affiliated attendees have appropriate security clearance to enter the Hammer Building.

A form of ID must be left at the Information Desk by the Requestor to access the meeting space. The ID will be returned once the meeting space is reviewed at the end of the event.

Technology availability and use

All KC meeting spaces provide wireless access to the CUMC network and have built-in capabilities to project and display. Specific room technology includes:

> **Conference Room 101**
> Presenter hook-up, 1 monitor, whiteboard
>
> **Learning Lab 104**
> Presenter hook-up, 4 monitors with wired and wireless screen-sharing options, smart whiteboard, video- and tele-conferencing, audio- and video-recording
>
> **Conference Room 103A**
> Presenter hook-up, 1 monitor, smart whiteboard, teleconferencing

The library personnel will provide a free orientation in advance of the scheduled event to test and confirm all computer applications and connectivity. Additional fees may apply when staff assistance is required for technology usage.

Furniture and general usage

All furniture should be returned to its original location at the conclusion of the event. Groups may not move furniture from other spaces into the room or remove furniture from the room without prior approval.

Event reservations must include time for setup and breakdown in addition to time required for the event. All additional and special arrangements may incur added costs and will be reviewed on a case by case basis.

Reservation procedures

KC meeting spaces can be booked by faculty, staff, and students via form. All required information must be provided before a reservation request can be processed. Applications to use a meeting space are not confirmed until approved by the location manager. The location manager will respond to the request within two business days. It is required to make a reservation no later than five business days before requested use.

The location manager will meet with first-time requestors to tour and assess meeting spaces requested.

The following rules must be observed at all times:

- All reservations have to be for a minimum of 1 hour.
- Rooms 103A and 104 are intended for groups of 6 or more.
- All necessary setup, preparation, breakdown, and cleanup time must be included in the initial reservation request.
- If rearranged, furniture must be returned to its original arrangement.
- Rooms must be left clean.
- Notify library staff promptly of any difficulties or damage.

Cancellation procedures

Room cancellation is required no less than five working days prior to the event date. Failure to notify the location manager of the cancelled event may prevent your group/department from future use of library meeting space. Cancellation fees may apply. The library reserves the right to withdraw its offer of meeting spaces at any time.

Food and beverage requirements

Food and beverages or fully catered events are allowed in Conference Room 103A; light fare (sandwiches, snacks, and beverages) is allowed in Conference Room 101 and Learning Lab 104. Food and beverages cannot be taken from the meeting spaces into the main Knowledge Center area.

The library does not provide any food and beverage service. The preferred catering service is from the CUMC Faculty Club, though other providers will be considered after review. The Requestor is responsible to ensure that the caterer has access to the spaces, appropriate accommodations, leaves the room clean, and in its original condition.