

GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No. 2.7

Date: 02/01, 03/04, 3/07,
11/10

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SUBJECT: Room Use

- I. The Sherratt Library has a number of rooms that are available for non-library use. They include the library conference room (302D), the seminar room (201A), the Garden Level lobby, library instruction classroom (002), Special Collections reading room, and the Michael O. Leavitt Room (004). Other areas may be scheduled for library functions only. All university space-scheduling policies (5.13) apply to these rooms. The library reserves the right to deny access to any room if the group does not comply with Sherratt Library Room Reservation Policies as listed on the reservation form(s).
- II. The following rules apply to all rooms.
 - A. Activities planned in the library should be appropriate to the setting. Excessive noise and activity will not be permitted.
 - B. Room capacities must be observed and those making reservations should not reserve a room if there is a possibility that capacities will be exceeded.
 - C. Food and drink will be allowed as specified in library policy 1.31. Permission from the library administration is required when the reservation is made.
 - D. No group may use any of these rooms for the purpose of selling or promoting a product.
 - E. All rooms must be vacated 15 minutes before the library closes.
 - F. On-going or regularly scheduled activities should use other facilities on campus.
 - G. For rooms in the library that it would be appropriate to use the piano, two weeks advance notice will be required in the event the piano needs tuning.
- III. Reservations may be made by completing the appropriate form and returning to the library location as follows:
 - A. Library Conference Room 302D: Library Administration, room 302A
 - B. Library Seminar Room 201A: Library Circulation, First Floor
 - C. Library Instruction Room 002: Library Administration, room 302A
 - D. Garden Level Lobby: Library Administration, room 302A
 - E. Special Collections: Special Collections Staff, room 005C
 - F. Michael O. Leavitt Room: Fill out and submit form online.
<http://www.li.suu.edu/library/molform.htm>



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**LIBRARY CONFERENCE ROOM (302D)
RESERVATION FORM**

TODAY'S DATE _____

NAME _____ PHONE _____

ORGANIZATION _____

ADDRESS _____

ACTIVITY PLANNED _____

UNIV. ADVISOR _____ ADVISOR PHONE _____

RESERVATION DATE _____

BEGIN TIME _____ END TIME _____

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

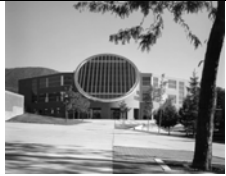
**YOUR ROOM RESERVATION WILL BE CONFIRMED
AFTER THIS FORM HAS BEEN APPROVED**

By signing this form you agree to the following:

- Reserved for University and other affiliated groups.
- The maximum capacity is 25 people.
- Available from 8:00 a.m. to 5:00 p.m.
- Food and drink are allowed as specified in library policy 1.31.
- No group may use rooms in the library for the purpose of selling or promoting a product.
- The library reserves the right to deny access to this room if the group does not comply with Sherratt Library Room Reservation Policies.
- All university space scheduling policies (p.p.5.13) apply to this room.

SIGNED _____ DATE _____

APPROVED _____ DATE _____



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**GARDEN LEVEL LOBBY
RESERVATION FORM**

TODAY'S DATE _____

NAME _____ PHONE _____

ORGANIZATION _____

ADDRESS _____

ACTIVITY PLANNED _____

UNIV. ADVISOR _____ ADVISOR PHONE _____

RESERVATION DATE _____

BEGIN TIME _____ END TIME _____

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

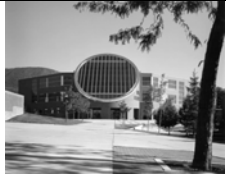
**YOUR ROOM RESERVATION WILL BE CONFIRMED
AFTER THIS FORM HAS BEEN APPROVED**

By signing this form you agree to the following:

- Garden Level Lobby is reserved for University and other affiliated groups.
- The maximum capacity is 100 people.
- Available during regularly scheduled library hours.
- The room must be vacated 15 minutes before the library closes.
- Food and drink are allowed as specified in library policy 1.31.
- No group may use rooms in the library for the purpose of selling or promoting a product.
- Musical performances for solos and small ensembles (maximum of four) may be allowed depending on the instrumentation and the time of semester.
- Two-week notice required for use of piano as tuning may be required.
- Furniture and piano may only be moved by the custodial staff to prevent damage.
- The library reserves the right to deny access to this room if the group does not comply with Sherratt Library Room Reservation Policies.
- All university space scheduling policies (p.p.5.13) apply to this room.

SIGNED _____ DATE _____

APPROVED _____ DATE _____



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**LIBRARY INSTRUCTION ROOM 002
RESERVATION FORM**

TODAY'S DATE _____

NAME _____ PHONE _____

ORGANIZATION _____

ADDRESS _____

ACTIVITY PLANNED _____

UNIV. ADVISOR _____ ADVISOR PHONE _____

RESERVATION DATE _____

BEGIN TIME _____ END TIME _____

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

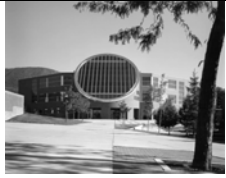
**YOUR ROOM RESERVATION WILL BE CONFIRMED
AFTER THIS FORM HAS BEEN APPROVED**

By signing this form you agree to the following:

- Room 002 is reserved for University affiliated groups.
- University classes are not scheduled regularly in the Room 002.
- The maximum capacity is 60 people.
- The room must be vacated 15 minutes before the library closes.
- Food and drink are allowed as specified in library policy 1.31.
- No group may use rooms in the library for the purpose of selling or promoting a product.
- Two-week notice required for use of piano as tuning may be required.
- The library reserves the right to deny access to this room if the group does not comply with Sherratt Library Room Reservation Policies.
- All university space scheduling policies (p.p.5.13) apply to this room.

SIGNED _____ DATE _____

APPROVED _____ DATE _____



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**GERALD R. SHERRATT LIBRARY
SEMINAR ROOM RESERVATION FORM**

TODAY'S DATE _____

NAME _____ PHONE _____

ORGANIZATION _____

ADDRESS _____

ACTIVITY PLANNED _____

UNIV. ADVISOR _____ ADVISOR PHONE _____

RESERVATION DATE _____

BEGIN TIME _____ END TIME _____

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

**YOUR ROOM RESERVATION WILL BE CONFIRMED
AFTER THIS FORM HAS BEEN APPROVED**

By signing this form you agree to the following:

- Seminar Room is reserved for University affiliated groups.
- Honors classes have priority in scheduling the Seminar Room.
- The Seminar room's maximum capacity is 25 people.
- The room must be vacated 15 minutes before the library closes.
- Food and drink are allowed as specified in library policy 1.31.
- No group may use rooms in the library for the purpose of selling or promoting a product.
- The library reserves the right to deny access to this room if the group does not comply with Sherratt Library Room Reservation Policies.
- All university space scheduling policies (p.p.5.13) apply to this room.

SIGNED _____ DATE _____

APPROVED _____ DATE _____



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**SPECIAL COLLECTIONS
RESERVATION FORM**

TODAY'S DATE _____

NAME _____ PHONE _____

ORGANIZATION _____

ADDRESS _____

ACTIVITY PLANNED _____

UNIV. ADVISOR _____ ADVISOR PHONE _____

RESERVATION DATE _____

BEGIN TIME _____ END TIME _____

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

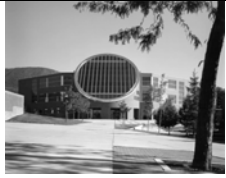
**YOUR ROOM RESERVATION WILL BE CONFIRMED
AFTER THIS FORM HAS BEEN APPROVED**

By signing this form you agree to the following:

- Special Collections is reserved for University and other affiliated groups.
- The maximum capacity is 25 people. This must be observed.
- The room must be vacated 15 minutes before the library closes.
- Food and drink are **not** allowed in Special Collections.
- No group may use rooms in the library for the purpose of selling or promoting a product.
- Desired room set up must be given.
- Musical performances for solos and small ensembles (maximum of four) may be allowed depending on the instrumentation.
- Two-week notice required for use of piano as tuning may be needed.
- Furniture and piano may only be moved by the custodial staff to prevent damage.
- The library reserves the right to deny access to this room if the group does not comply with Sherratt Library Room Reservation Policies.
- All university space scheduling policies (p.p.5.13) apply to this room.

SIGNED _____ DATE _____

APPROVED _____ DATE _____



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**MICHAEL O. LEAVITT ROOM
RESERVATION FORM**

**Please use web form located at
<http://www.li.suu.edu/library/molform.htm>**

TODAY'S DATE _____

NAME _____ PHONE _____

ORGANIZATION _____

ADDRESS _____

ACTIVITY PLANNED _____

UNIV. ADVISOR _____ ADVISOR PHONE _____

RESERVATION DATE _____

BEGIN TIME _____ END TIME _____

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND? _____

**YOUR ROOM RESERVATION WILL BE CONFIRMED
AFTER THIS FORM HAS BEEN SUBMITTED**

- Maximum capacity is 20
- May be used by groups that promote the mission of the center.
- Available during regularly scheduled Special Collection hours.
- Musical performances for solos and small ensembles (maximum of four) may be allowed depending on the instrumentation.
- Library must be notified two weeks in advance if the piano is requested so it may be tuned if needed.
- Furniture and piano may only be moved by the custodial staff to prevent damage.
- Food and drink are not allowed.
- All university space scheduling policies (p.p.5.13) apply to this room.