

Policy for Reservation of Meeting Rooms 301, 302, 303

The Library's general policies and procedures regarding room reservations are found on its website at <http://www.auctr.edu/rwwl/AboutLibrary/roomreservations/tabid/160/Default.aspx>. In addition, the Library has two meeting rooms and an Exhibition Hall located on the Upper Level that may be made available by reservation to its member institutions. Member institutions may request the use of a meeting room or the Exhibition Hall through the RWWL Administrative Office.

- AUC member institution faculties, staff, students in good standing are permitted use of the facilities without charge.
- Other individuals and groups are charged \$50.00 per hour or fraction of an hour.
- Reservations will be taken for the current semester only.
- Reservations of more than 2 hours will be *tentative* to permit RWWL time to verify internal plans involving maintenance and other programs or services. Confirmation of the reservation will be made within two (2) business days of the request.
- Meeting rooms are available for reservation and use during Library hours of operation:
- For groups of 15-30, Room 303 will be assigned as available. (**Request Form attached**)
- For groups of 15 or less, Room 301 and 302 will be assigned as available. (**Request Form Attached**)
- The Library must be notified in advance if light refreshments (food and drink) will be available during an activity. The menu must be approved by the Library; red and orange colored beverages are prohibited. Food must adhere to all state and federal health regulations. Food and drink must be consumed within the areas approved for the activity. The Library assumes no liability for any food or drink consumed at users' activities.
 - Alcohol is strictly prohibited in the Library building and anywhere on Library property. Beverages in sturdy, covered containers may be consumed.
 - Snack food, such as candy bars, whole fruit, chips, pretzels and popcorn may be consumed.
- Exhibition Hall reservation and use is for groups of 30 persons or more. The Exhibition Hall policy is found on the Library's website at <http://www.auctr.edu/Portals/0/pdfs/Exhibition%20Hall%20Policy%20%20Request%20Form%20041511.pdf>.
- The user is responsible for:
 - Clean-up of meeting spaces at the close of the activity (remove food and paper, clean table tops, remove signs, and place trash in cans, etc.)
 - Return of equipment (if applicable)
 - Advising Library of any damage to or problems with facilities, furnishings or equipment
- A security need that is beyond the routine level of service provided will require a fee payable to RWWL in advance by the individual/organization requesting a booking.
- Every effort will be made to honor the booking of a meeting space. However, the Library reserves the option to relocate or reschedule use of a reserved space.
- Exceptions to this policy and procedure must be approved by authorized Library personnel.

I have read this document and by signature will comply with the policy and procedures governing use of Meeting Rooms 301, 302 and 303.

SIGNATURE: _____
(Exhibitor or person responsible for event)



Atlanta University Center Robert W. Woodruff Library

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

REQUEST FORM MEETING ROOMS 301, 302 AND 303

The following information is required to reserve a date for an event in the Robert W. Woodruff Library. **Requests must be submitted 10 working days in advance of the date of the event.** All requests must be sent via email afavors@auctr.edu. **Phone calls and messages will delay request.**

Note: *Please be advised that giving the required information is a request and not to be assumed a confirmed reservation. The Director's office will contact you via email with a confirmation.*

Organization _____ Date _____

Name _____
First Last Telephone(s)
_____ Daytime Evening Cell

Email Address _____

AUC Affiliation _____ / _____
School Department

Signature _____ / telephone # _____ Date _____
Dean/Advisor (if applicable)

Event _____
Day Date Time (beginning & ending)

Description of Activity: _____

Participants _____ Name of Speaker _____

Refreshments _____
(As outlined in the above policy)