COLLOQUIUM ROOM USAGE GUIDELINES

Colloquium Room – Conference room used for meetings, lectures, and presentations.

Room capacity (40)
- You can arrange the tables and chairs as needed to suit your meeting needs. *The meeting sponsor should contact campus facilities for additional seating.*

To Reserve
- Contact Pamela Lucas, 3-2703 or plucas@gsu.edu.

A/V Capabilities
- 1 ceiling mounted projector
- 1 ceiling mounted projection screen
- Internet access

A/V Technician / Support
- No library technician will be available to assist with AV needs.
- It is the responsibility of the meeting sponsor to coordinate with IS&T on AV requirements.

Gallery – This space is NOT available for use and is not included when reserving the Colloquium Room. Library departments co-sponsoring meetings with departments outside the library must have primary responsibility for the meeting.

Scheduling Priority
- The conference room is for the exclusive use of Georgia State University Faculty or staff.
- Priority given to library-sponsored meetings.
- Reservations for student group meetings are not accepted.
- Restrictions outlined in the Library Access Policy for final exam periods will govern acceptance of meeting requests.

Hours of Operation
Reservations for the Colloquium room are only for meetings held Monday - Friday 8:00 am - 6:00 pm.

Library Access
Panther Card/Biometric Scan access is required for all faculty and staff. For after regular business hour access for non-GSU guests, please contact Pamela Lucas at plucas@gsu.edu.

Damages
Any cleaning or repairs deemed necessary beyond normal use (i.e. paint damage and floor gouges, carpet stains etc.) are the responsible of the department reserving the room. *(Failure to remove or clean will result in a fee equal to the cost required to clean or remove debris.)*

Catering
No large scale catering. Only light refreshments, such as coffee, cookies or cake, etc., may be served. The meeting sponsor is responsible to ensure the room is left clean and free of all trash.
Furniture Moving
You can arrange the conference tables in a desired configuration. The moving of display cases or exhibits is not permissible. Meeting sponsor may arrange for additional seating through campus facilities.

Alcoholic Beverages
Serving alcoholic beverages in the meeting space is permissible with a fully executed “Request to Serve Alcohol on Campus” form.

Directional / Informational Signs
If the use of directional or informational signs is required to advertise your meeting, please first consult the library’s Advertising Policy.
- Affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture is STRICTLY prohibited. Signs cannot be placed in doorways that may cause egress issues.

Room Maintenance
- No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, door frames, staging, curtains or draperies, or other surfaces. Glitter or confetti may not be used.
- The meeting sponsor is responsible for any damage to surfaces and/or excessive cleaning required.

Facility Guidelines
All meetings are subject to state laws, rules and regulations of Georgia State University. The Library Administration Office reserves the right to cancel, without advance notice, any meeting not in compliance with these regulations.

It is the responsibility of the meeting sponsor to ensure that the meeting and attendees comply with all applicable regulations.

- The Library Administration Office reserves the right to make judgments concerning facility usage that are in the best interest of the University Library and Georgia State University.
- The use of all tobacco products is prohibited in all university facilities.
- Use or possession of any illegal drugs is strictly prohibited.
- Gambling, in any form, is not permitted in the University Library.
- Animals, other than service animals, are not permitted in the University Library.