

## COLLOQUIUM ROOM USAGE GUIDELINES

### Room capacity (40)

- Tables and chairs may be arranged as needed. *Meeting sponsor should contact campus Facilities for additional seating.*

### To Reserve

- Contact Pamela Lucas at [plucas@gsu.edu](mailto:plucas@gsu.edu)

### A/V Capabilities

- One (1) ceiling mounted projector
- One (1) ceiling mounted projection screen
- Internet access

*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 A/V 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 non-GSU guests requiring access outside business hours or during restricted access periods, please contact Pamela Lucas @[plucas@gsu.edu](mailto: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 sponsoring department. *(Failure to remove or clean will result in a fee equal to the cost required to clean or remove debris.)* Glitter or confetti may not be used.

### Catering

No large scale catering. Only light refreshments, such as coffee, cookies or cake, etc., may be served. Meeting sponsor is responsible to ensure the room is clean and free of all trash.

**Furniture Moving**

You can arranging the conference tables in a desired configuration. The moving of display cases or exhibits in 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.

- We STRICTLY prohibit affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture.
- To avoid egress issues, we prohibit the placement of signs in doorways.

**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. The Library Administration Office reserves the right to make judgments concerning facility usage that are in the best interest of the University Library.

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

**We Strictly Prohibit**

- The use of all tobacco products.
- Use or possession of any illegal drugs.
- Any form of gambling.
- Animals, other than service animals.