Grainger Engineering Library Information Center

Regulations Governing Use of
Meeting Rooms & Conference Facilities

1. GENERAL USAGE

- The Grainger Engineering Library Information Center is a multi-purpose facility. We are able to provide space and facilities for meetings and conferences only if those activities do not adversely impact our ability to provide library services and satisfy the information needs of our clientele. At present, we do not charge for the use of our space; however, users are required to pay for ancillary services, such as catering, after-hours building security, clean up, and/or repairs.

- Grainger Library meeting space is available for meetings and conferences sponsored by units of the College of Engineering, CITES and the University Library. We do **not** accommodate requests from groups not affiliated with the University.

- Absolutely **NO FOOD OR DRINKS** are permitted in any Grainger Meeting Space unless arranged IN ADVANCE with Grainger Staff. Food or drinks are **never** allowed **in the Grainger commons**.

- Due to heavy library use, large meetings cannot be accommodated during the **last 4 weeks** of the spring and fall semesters.

- Events cannot be scheduled for hours that the building is not open.

- Meeting rooms cannot be opened prior to arrival of the meeting sponsor or his/her representative. The first person to arrive for a meeting will have to sign in at the Circulation Desk with a photo ID, in order to have the room opened by Library staff. The last individual to leave the room must sign out. The room will be locked by Library staff at that time. **Any damage to the meeting room, furniture or equipment between sign-in time and sign-out time is the responsibility of the person signing in and the organization that made the reservation.**

- To minimize disruption for other Library users, doors to meeting rooms should remain closed during meetings. Please keep in mind that you are in a library.

- Users of premises are subject to and must comply with all applicable laws and University policies.

- Failure to uphold these regulations and/or direct violations of these regulations or University policies will result in all future room privileges being revoked.

2. SPECIAL FACILITY REQUESTS

- All requests for computer equipment, Internet access, and/or computer projection equipment are to be made through the Grainger Facilities Manager, Megan Mahoney (mohayes2@illinois.edu or 244-1885), and must be made at the time of reservation and at least 2 weeks prior to the event or meeting. It is the responsibility of the requestor to make arrangements for equipment and computer training **before** the scheduled meeting. The Library will not guarantee that desired software, equipment, or Internet bandwidth will be made available. Any non-Intel, non-Windows hardware or software must be provided by the sponsor. Anyone using computer and/or projection equipment without prior training or approval will have all future room privileges revoked.

- Furniture cannot be moved or rearranged unless approved in advance by the Library Director. Any movement of furniture must be done by Facilities and Maintenance moving crews and all fees for F&M services are paid by the requestor.

- Any damages above reasonable wear will be charged to the group using the facilities.

- Any clean up expenses beyond reasonable use will be charged to the group using the facility. Most caterers do NOT routinely clean up anything other than their own equipment. The sponsoring person/group is responsible for clean-up.

3. SECURITY AND STAFFING

The Grainger Engineering Library Information Center does not maintain additional staff to help host a meeting. All Library staff on hand during normal business hours are involved in the operation of the Library. Any special staffing and/or security needs must be arranged at least one week prior to the event. All special staffing and/or security personnel must be approved by the Grainger Library. The sponsor will be charged by the Library for any additional staff and/or extra security needed for a specific event or meeting.

4. SAFETY

Responsibility – During public events the safety of the attendees and the facilities in use are the responsibility of the person(s) responsible for scheduling the event.

- Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used.
- Smoking is prohibited throughout the Grainger Engineering Library Information Center and on all campus property (visit http://go.illinois.edu/smokefree for more information).
- Exits must be easily accessible during the period of use.
- Any decorations must be pre-approved by the Library Director or appointee no less that one week in advance. Library staff will provide tape to be used for decorations. All materials used as decorations must be fire-resistant or flame-proofed in accordance with *Flameproofed Textiles-NEPA No. 701 1969*.
- The use of candles as lights or for decorative purposes is prohibited.

5. SPEAKERS

University premises may not be used for:

- violating or inciting the violation of local, state, or federal law, the policies of the Board of Trustees, or University regulations; or
- direct commercial solicitation (except on prior written approval of the Chancellor or his designee);
- fundraising or benefits for off-campus organizations or individuals;

The authorization to use University space does not imply immunity from sanctions of the law or the University for failure to observe these limitations.

6. ALCOHOL

No alcoholic beverages are permitted without prior approval by Grainger Library Head at least four weeks in advance of the event. If any unauthorized alcoholic beverages are found, the incident will be reported to the campus for disciplinary action, and all future room privileges will be revoked.

7. CATERING SERVICE

See Catering Regulations and Permission Form.

8. EXCEPTIONS:

Any waiver, easement, or exception to these regulations is made on a one-time only basis. Do not assume that an exception made one time entitles you to the same exception next time.