

## Joyner Library Procedure Manual

200.45

**Subject:** Administrative conference room reservations

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**Administrative Procedure – Date Issued by Administration:** August 26, 2014

Joyner Library reserves its administrative conference rooms for internal business operations. It may reserve the rooms for meetings and events external to its operations that:

- are associated with Joyner Library or the academic support offices located within the library
- are of interest to a wide university or community audience
- meet the rooms' space requirements

Joyner Library cannot provide use of its conference rooms for:

- recurring events
- events of limited interest to the university or community audience
- classroom instruction not associated with using the library's resources or services
- departmental administrative functions such as committee meetings, reviews, or training that is external to Academic Library Services
- student organization events
- commercial or political purposes
- events that do not provide at least two weeks' notice
- any event that conflicts with Joyner Library's ability to fulfill its mission

Joyner Library cannot provide extensive technology, marketing, parking, catering or housekeeping support to meetings and events that it hosts but does not sponsor. The library reserves the right to cancel any event if guidelines have not been met by the user in a reasonable amount of time or if communication falters between the user and the library.