

## **Auditorium Usage Policy**

The RBD Library auditorium seats 60 in old style theatre seats with small fold up desk tops. It has a raised stage, a powered projection screen, and is wired for sound, power, and internet.

**The RBD Library Auditorium may only be used for events sponsored by the Libraries.**

Usually, persons wishing to use the auditorium will contact the appropriate subject specialist to request usage. Exceptions may be granted to other library personnel at the discretion of the Dean, AU Libraries.

If the Library agrees to sponsor an event, the library sponsor will complete the attached checklist and notify Bob Yerkey who will reserve the room and help coordinate the event.

In order to sponsor an event, the library sponsor must agree to ensure that usage guidelines are followed, be present for the event, and stay to ensure that the room is clean and secure after the event.

Bob Yerkey will reserve the room, help coordinate equipment requirements, compatibility, and setup with Library Systems personnel, and work with the library sponsor.

### **USAGE GUIDELINES**

- **Requests for usage must be made and the checklist completed at least two weeks prior to the requested date.**
- **The requesting party is responsible for ensuring that equipment and software is compatible and that any requests for equipment support are made at least two weeks prior to the event date.**
- **The requesting party is responsible for ensuring that the auditorium is clean immediately following the event**

### **FOOD**

- **Food and/or drink may not be served in or immediately outside the auditorium.**
  - Arrangements may be made to hold a reception or break in another location within the Library.
  - Receptions or breaks may only be held in Special Collections/Archives, the newspaper reading room, or the second floor conference room.
- **The requesting party is responsible for arranging any catering required.**

- **The requesting party is responsible for ensuring that the reception/break area is clean following the event. (If the catering service cannot clean the area after the event, the Library can arrange to have a facilities custodial crew come in; however, the requesting party will be billed for the services at a rate determined by facilities.)**