

# University of Wyoming Libraries Room Reservation Request Form

Please complete and submit to [libadmn@uwyo.edu](mailto:libadmn@uwyo.edu) to request meeting room(s)

Today's Date

## Requester/Event Contact Information

Contact Name:

Contact Phone:

Contact Email:

Organization/Dept. Name:

## Event Information

Event Name:

Number of attendees:

Date of Event:

Event Start Time:

Event End Time:

*If needed, add up to one hour before the event for setup and up to one hour after the event for cleanup.*

Reservation Start Time:

Reservation End Time:

Will food be served?

If yes, name of catering service:

## Room/Equipment Requested

*Coe 504 (occupancy 12) is equipped with a PC, large wall-mounted monitor, and OWL for videoconferencing.*

*Coe 506 (occupancy 75) is equipped with a PC, Crestron system, overhead projector and screens, sound clouds, and room cameras for videoconferencing.*

Select Room(s):

Coe 504 (occupancy 12)

Coe 506 (occupancy 75)

Additional technology Needs: select all that apply (\*\* available in 506 only)

\*\*Document Cam

\*\*Lavalier Mics

\*\*DVD Player

Laptop

Conference Phone

Accessibility accommodations for presenters, panelists, participants, audience, etc?

If yes, what accommodations are needed?

## Refer to the following General Reservation Policy for Coe Library Meeting Space and initial that you understand and agree to the following:

The contact person is responsible for notifying the Libraries as soon as possible if this meeting has been moved or cancelled so the space may be made available for other users.

The library does not provide technology support. Please contact IT at 766-4357 for support prior to the event.

The contact person is responsible for setup, clean up and returning furniture per the diagram on the side of the fridge in the galley. Chairs must be brushed off, tables wiped down using disinfectant wipes (galley), and floor cleaned using the vacuum provided (506).

In the event of damage or cleaning costs beyond normal UW janitorial service, the Libraries reserve the right to charge a fee.

## General Reservation Policies for Coe Library Meeting Space

**Purpose and Order of Precedence:** The primary purpose of the University of Wyoming Libraries is to provide collections, services and study space for students, faculty and staff. Requests for use of library facilities for meetings, lectures, seminars and conferences sponsored by campus departments or outside groups will be considered on an individual basis and are subject to approval by Libraries Administration. Coe Library building occupants have priority over non-building occupants, UW affiliated groups have priority over non-UW groups; other groups and organizations may use our space only with approval from the Dean of Libraries or delegate.

This document is the policy for Coe Library Meeting Space. Reservable study rooms are governed by [this policy](#). Classrooms, the Media Screening Room, and consultation rooms are governed by [these policies](#). **Conferences utilizing rooms from different policy areas will be coordinated by Libraries' Administration.**

General Guidelines for use:

1. With very few exceptions, there are no spaces in Coe Library available for regularly scheduled classes, reoccurring meetings, or reoccurring group study/meeting purposes.
2. To use the meeting rooms, the person responsible for the group must complete a reservation request form. Reservation requests are used to inform and ensure that groups comply with library policies. UW Libraries reserves the right to determine whether or not a prospective use falls within meeting room policies. A reservation request must be reviewed and approved before reservations will be confirmed.
3. Use of the meeting rooms must adhere to general use policies as defined in [UW Regulation 6-4](#) Use of University Buildings, Grounds and Services.

UW Libraries does not provide technical assistance for Coe Library 506 and only provides technical assistance for Coe Library 504 when arranged in advance. Technology support for room 506 is provided by UW IT and users are responsible for making arrangement for support prior to the meeting or event.

**Timeline for reservations:** Reservations are accepted up to five months in advance. The completed reservation request form must be submitted to Library Administration for final approval within one week of the initial booking and a minimum of one week prior to the date of the event.

**Cancellations:** The contact person should notify the Libraries as soon as possible if the meeting has been moved or cancelled so the space may be made available for other users.

**Set-Up:** Groups using library space may rearrange furniture but must return the area to its original arrangement. Library personnel are not available to move furniture. If outside chairs/tables are to be brought in, the Libraries must be notified in advance. The delivery will be directed to the general area, but set-up and tear down is the responsibility of the event sponsors.

**Food/Drink:** The Libraries must be notified in writing if food/drink is being planned for an event. Since the Libraries are university facilities, [University Catering](#) should be given first consideration. Alcohol is generally not permitted at public events within the Libraries so please consult Library Administration before making arrangements with a caterer. [University policy governs alcohol on campus](#); and is only allowed with permission from the Division of Administration. The Libraries will define the area inside which food and drink must be contained, and do not provide refrigeration, heating, serving or clean-up equipment.

**Cleaning:** The event sponsor is responsible for clean-up, including wiping tables and chairs and vacuuming the floor (vacuum will be provided). In the event of damage or cleaning costs beyond normal UW janitorial service, the Libraries reserve the right to charge a fee.

**Parking:** Plans for event parking are the responsibility of the event sponsors.

**Publicity:** Copies of all publicity for events to be held in the UW Libraries must be made available to the Office of the Dean of Libraries.

**Non-Operating Hours Availability:** Requests outside of Coe Library normal operating hours must be approved by the Dean of Libraries or delegate, and will require payment for associated staff. There will be a minimum \$100 fee for event staff. Please reference the current [University of Wyoming Fee Book](#).

**Use of the premises may be terminated at any time** if the conduct of the group or any member of the group is not in compliance with the University of Wyoming Code of Conduct, library meeting room policy or the needs and the functions of the library.