



## LAUNGER LIBRARY

# MURRAY CONFERENCE ROOM

## POLICIES AND PROCEDURES

### [Authorization Request Form](#)

The following policies and procedures have been developed to ensure the proper use and preservation of this facility.

The Murray Room is available to library staff for library-related meetings and events, and university faculty and staff for academic meetings and university-sponsored events. It is not available for use as a classroom or for non-university-related activities.

*All reservations are subject to cancellation based on priority needs.*

## Availability and Reservations

### Availability

Internal (Library) Departments: The Murray Room is available to library staff for library-related meetings and events. Library-related meetings are given priority use of the Murray Room.

External (University) Departments: The room is not available for ongoing classes, workshops or seminars, but for special events and meetings. The Murray Room is available for external events Monday through Friday, 8:30 a.m. to 4:30 p.m.

### Reservations

*Internal Library Events:* The Murray Room is in high demand, therefore, it is suggested that library-related meetings be booked as far in advance as possible. Holds can be placed for tentative meetings, but are subject to review. Reservations should be made 48 hours prior to use with a 45 minute buffer before and after each meeting for room set-up, where applicable.

*External Library Events:* Reservations by external groups are accepted no more than 30 days in advance, and must be received in writing via the [Authorization Request Form](#). Complete and submit the Authorization Request Form via campus mail or fax to (202) 687-7501 (at least 48 hours prior to event). To check availability, call (202) 687-7425, and a library representative will call or send e-mail to confirm your reservation within 24 hours. Length of event should not exceed 4 hours (a 45 minute buffer will be scheduled before and after each meeting for room set-up, where applicable).

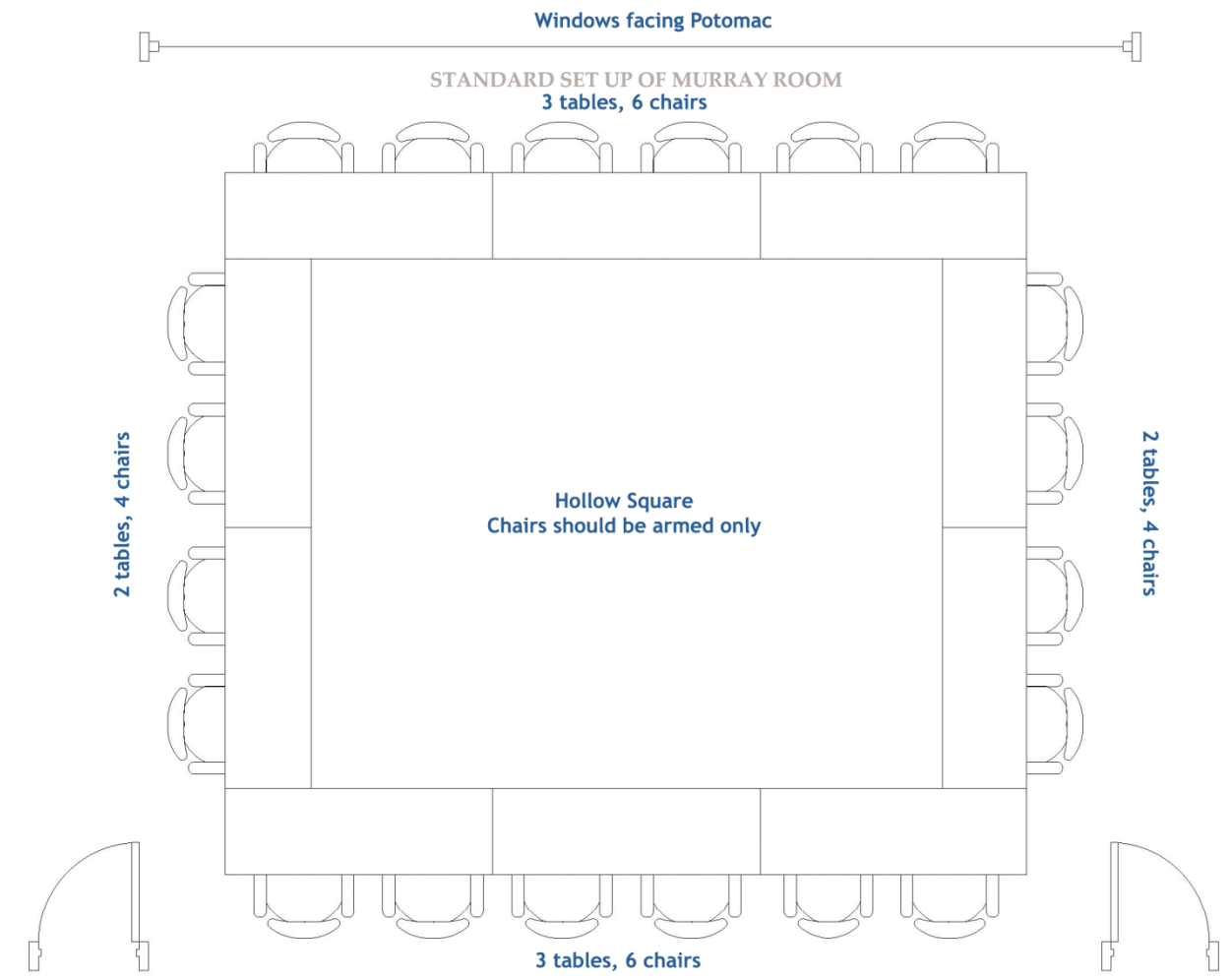
### Access to the Murray Room

The Murray Room is located in Lauinger Library, 5<sup>th</sup> floor and is locked at all times. For all Internal Library events, staff can checkout a key from Access Services. All persons entering Lauinger Library must show either a GOCard (if GU-affiliated) or another photographic ID and must sign the visitors log at the guard's desk. It is important to inform all attendees of your meeting of this policy.

External events, only the designee listed on the Authorization Request Form is permitted to check out the Murray Room key from the Circulation Desk, Access Services (3rd floor Lauinger), using a valid Georgetown University GOCard ID and a copy of the Authorization Request Form. The designee is responsible for picking up the key, opening and locking the door upon completion of the meeting. Upon the completion of the meeting, the designee is responsible for ensuring that the Murray Room is locked and that the key is returned to the Circulation Desk immediately following your meeting. Failure to return the key to Access Services could result in a fee charged to your cost center. There are no overnight reservations for the key.

## Room Setup

The standard set up of the Murray Room is a hollow square with 10 tables and 20 armed chairs (see diagram). Room use is limited to events of 10 persons or more. Capacity is 60 persons seated (auditorium-style) or 50 persons seated (panel presentation-style).



For external groups, if your meeting requires any rearrangement or reconfiguration of the standard setup, you should either 1) contact Georgetown Special Events at (202) 687-3881, or 2) use your own staff to rearrange the room. The Murray Room must be reset to its original configuration in accordance with the diagram by 9:00am on the next business day following your meeting.

For internal library events, Library Administration handles the reconfiguration of the room. The library staff member requesting a reconfiguration should provide the Library Administration with a diagram and/or written instructions regarding the room setup **one week** in advance of their meeting. If Library Administration is not able to provide assistance, the department requesting use of the Murray Room must make other arrangements for setup. If your meeting requires a different configuration other than hollow-square, you must contact our Administrative Support Department one day in advance and submit a diagram of how the room is to be set-up. The room must be reset to its original configuration by 9:00 a.m. on the next business day following your meeting.

## Audio-Visual Equipment

The Murray Room is fully equipped to handle most audio-visual needs. For use of any audio-visual equipment, please complete the A/V Section of the Authorization Form.

The Systems Office staff is responsible for setting up the A/V equipment as requested on the Authorization Form. Upon completion of the meeting, Systems Office staff is responsible for removal and containment of the A/V equipment.

If a major maintenance or hardware problem occurs, please report this to the Administrative Assistant in Administration (Room 510) and they will contact the appropriate staff member. If a run-through rehearsal of equipment is desired in advance of your meeting, an appointment can be made with the Administrative Assistant, subject to availability of the room.

## User Responsibility and Rules

Murray Room access is provided as a convenience and service to the library and campus community. Please respect all rules and responsibilities to ensure continued availability of the facility. Failure to comply may result in suspension of access to the room, or a charge will be assessed to your cost center.

**The Murray Room cannot be left unattended at any time.** If you need to make photocopies, Copying Services are available for a fee on the second floor of the library. An easel and podium are permanently stored in the room and are available to users; however, the user is responsible for providing any and all additional equipment or supplies such as pads, paper, pens, etc. The presentation wallboard is available for use with "Dry Erase" markers only located in the right-hand drawer under the wallboard.

- Please be sure to keep doors to the Murray Room closed during your meeting due to the proximity of students and patrons using the library.
- Please do not leave the Murray Room unattended at any time. A phone is available in the anteroom adjacent to Murray. For long-distance calls, you will be required to put in your departmental access code.
- Noise level should be kept at a minimum; no music or amplification of any kind is permitted.
- Food and Drink are not permitted in the Murray Room for all external meetings.
- Smoking is prohibited in the library.
- All groups are responsible for clean up of the room, removal of trash and other meeting materials left behind.
- Remember to lock the Murray Room when the meeting has ended, and return the key to Access Services.

If you have audio-visual equipment delivered to the Murray Room, the proper department must be contacted immediately following your meeting for retrieval of any and all equipment. ALL lights must be extinguished. The meeting coordinator is responsible for locking and closing the door upon completion of the meeting.

## Cancellations

Cancellations of meetings must be communicated (in writing) to Lauinger Library Administration no less than four business days before the scheduled event. Most services can be cancelled three days prior to the event. Failure to cancel events within four business days may result in a fee.

## Damage Fees

The host department will be responsible for all damage and cleaning costs.