



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

Policy for Reservation of Meeting Rooms

The Library's general policies and procedures regarding room reservations are found on its website at <http://www.auctr.edu/services/room-reservations.asp>. In addition, the Library has two meeting rooms and an Exhibition Hall located on the Upper Level that may be made available by reservation to its member institutions. Member institutions may request the use of a meeting room or the Exhibition Hall through the RWWL Administrative Office.

1. Reservations will be taken for the current semester only.
2. Reservations of more than 2 hours will be *tentative* to permit RWWL time to verify internal plans involving maintenance and other programs or services. Confirmation of the reservation will be made within two (2) business days of the request.
3. Meeting rooms are available for reservation and use during Library hours of operation:
 - For groups of 15-30, Room 303 will be assigned as available.
 - For groups of 15 or less, Room 301 will be assigned as available.
4. The Library must be notified in advance if light refreshments (food and drink) will be available during an activity. The menu must be approved by the Library; generally hot food items, and red and orange colored beverages are prohibited. Food must adhere to all state and federal health regulations. Food and drink must be consumed within the areas approved for the activity. The Library assumes no liability for any food or drink consumed at users' activities.
5. Exhibition Hall reservation and use is for groups of 30 persons or more. The Exhibition Hall policy is found on the Library's website at <http://www.auctr.edu/services/room-reservations.asp#2>.
6. The user is responsible for:
 - Clean-up of meeting spaces at the close of the activity (remove food and paper, clean table tops, remove signs, and place trash in cans, etc.)
 - Return of equipment (if applicable)
 - Advising Library of any damage to or problems with facilities, furnishings or equipment
7. A security need that is beyond the routine level of service provided will require a fee payable to RWWL in advance by the individual/organization requesting a booking.
8. Every effort will be made to honor the booking of a meeting space. However, the Library reserves the option to relocate or reschedule use of a reserved space.
9. Exceptions to this policy and procedure must be approved by authorized Library personnel.