

# **RUSH RHEES ROOM POLICIES AND PROCEDURES**

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## **I. GENERAL INFORMATION**

Certain Rush Rhees Library rooms can be reserved when they are available, but the RCL Building and Technology Services Department does not provide professional planning services.

### A.) CATEGORIES OF USE

Use is restricted to academic events or special social events sponsored by the University community. All reservations are subject to the scheduling priorities and guidelines administered by the RCL Building and Technology Services Department.

Library rooms may NOT be used for:

- 1) Non-University sponsored events (e.g. wedding receptions, corporate groups)
- 2) An event for which admission is charged or sales solicited
- 3) Regular academic classes, recitations or study sessions

### B.) USAGE and SERVICE FEES

Usage Fees (effective July 2009):

<b>Gamble Room</b>	<b>\$25/hour, with a maximum of \$200 per day</b>
<b>Welles-Brown Room</b>	<b>\$50/hour, with a maximum of \$400 per day</b>
<b>Hawkins-Carlson Seminar room</b>	<b>\$25/hour, with a maximum of \$200 per day</b>
<b>Hawkins-Carlson Reading room</b>	<b>\$50/hour, with a maximum of \$400 per day</b>
<b>Entire Hawkins-Carlson room</b>	<b>\$75/hour, with a maximum of \$600 per day</b>

- Student Organizations will not be subject to any usage fees. Any requests from a student organization must be made by an *active* undergraduate member of that group.

**Service Fees: The requestor and their administrative unit are responsible for all service costs they generate in room use. These include, but are not limited to, parking, housekeeping, room setups & resets, special media needs, catering, equipment rental, etc. Costs are billed directly by the supplying unit.**

The requestor and their administrative unit are responsible for handling all the above arrangements and directly paying for services.

### B.) SCHEDULING PRIORITIES and TIMELINES

- Reservations for Rush Rhees Library rooms may be made **one semester in advance**, based upon space availability. Library functions and programs have first priority. Rooms are available on a first-come, first-served basis.  
Reservations must be scheduled on-line at:  
<https://www.calendar.rochester.edu/Default.aspx> and will be confirmed by the RCL Building and Technology Services Department. via email. **Please allow 72 hours for a response to your request. Applications must be submitted at least one week prior to the date of the event.**  
If information on the planned activity and/or deposits are not received as requested, rooms will be returned for reassignment or other uses after appropriate notification.

#### **D.) PAYMENT POLICY**

University Finance requires that all financial transactions be completed by journal entry. We will attach a copy of the JE form with our FAO information prefilled. Send the completed and signed form with two signatures, and the invoice attached, to [GeneralAccounting@UR.rochester.edu](mailto:GeneralAccounting@UR.rochester.edu) and cc: [rclbuildingrequests@library.rochester.edu](mailto:rclbuildingrequests@library.rochester.edu); [lmetcalf@library.rochester.edu](mailto:lmetcalf@library.rochester.edu)

#### **E.) CANCELLATION POLICY**

Cancellations of space requests should be received in writing by the RCL Building and Technology Services Department.. This applies to all categories of users. E-mail ([rclbuildingrequests@library.rochester.edu](mailto:rclbuildingrequests@library.rochester.edu)) cancellations will be accepted. Please let us know as soon as possible as there is a demand for the rooms.

#### **F.) SUPPORT SERVICES**

The requestor and their administrative unit are responsible for coordinating all support service requirements (furniture movers, [https://www.facilities.rochester.edu/forms/support\\_for\\_events\\_request/](https://www.facilities.rochester.edu/forms/support_for_events_request/)) housekeeping, media, facilities, caterers, etc.) associated with the use of reserved rooms. The requestor and their administrative unit are also responsible for supervising any vendors they hire outside the University (Nolan's, caterers etc.)

The RCL Building and Technology Services Department and/or Q&i staff do not assist with the set up and running of the event, e.g. making photocopies, loaning supplies or equipment, tracking down equipment, meeting the caterers, supervising vendors etc. The requestor and their administrative unit are responsible for being familiar with the facility and for handling any special arrangements.

To insure compliance with the NYS Fire Codes and the U of R Risk Management policies, all setups and resets of the Hawkins-Carlson Room are to be handled by River Campus Facilities and Furniture Property Movers only (no exceptions). [https://www.facilities.rochester.edu/forms/support\\_for\\_events\\_request/](https://www.facilities.rochester.edu/forms/support_for_events_request/)

## **II. ROOMS AVAILABLE FOR RESERVATIONS**

### **Welles-Brown Room - Maximum Capacity: 50 people**

- Located on the First Floor, left off the Friedlander Lobby (Room 133)
- Has a small kitchen – if caterers need a staging area, this can be used.
- No podium or a/v equipment is available. Please contact Lynn Stork for any event support (see page 7)
- **Only RC Facilities Furniture and Property Movers are to set up and re-set the room.**

### **Gamble Room - Maximum Capacity: 50 people**

- Located on the Third Floor, Room 361
- Has a small room with fridge and sink – if caterers need a staging area, this can be used.
- Please do not stack the chairs in the Gamble room

- No air-conditioning available, but the windows on the right hand side can be opened for ventilation. Note: The room may get warm during the spring and summer seasons.

**The Hawkins-Carlson Room is made up of two separate rooms (Reading Room and Seminar Room), which can be combined into one large room.**

**Hawkins-Carlson Reading Room: Maximum Capacity: 125 people**

- Access will be through Reference area glass doors only.
- If you want the wall opened, you must book the entire Hawkins-Carlson room.

**Hawkins-Carlson Seminar Room: Maximum capacity: 28 people**

- This room is the smaller of the two divided rooms.
- **If you want the wall opened, you must book the entire Hawkins-Carlson room.**
- Access from the Friedlander Lobby only.

**Entire Hawkins-Carlson Room: Maximum capacity: 150 people**

- This is the full room when the wall between the Seminar Room and the Reading Room is open. **Arrangements to have the wall opened should be made ahead of time with Facilities and Furniture Property Movers.**
- Please do not close the draperies in the Hawkins-Carlson Rooms. There are electrical darkening shades if you need less light in the room for projection. If you need help using the shades, please call Classroom Tech (275-1438) or the Library Office (275-9309).

**When using the Hawkins-Carlson rooms, only RC Facilities Furniture and Property Movers are to set up and re-set the room.** If you have reserved the entire Hawkins-Carlson room and need the wall opened, please let them know. The user will pay for this service through Facilities directly through a Work Order request. Please go to: [https://www.facilities.rochester.edu/forms/support\\_for\\_events\\_request/](https://www.facilities.rochester.edu/forms/support_for_events_request/)

- **If audio/visual equipment is needed, the user must contact Classroom Technology or Event Support to make arrangements for the delivery, set up, use, and retrieval of the equipment.** (<https://www.rochester.edu/college/ecm/>)
- The Hawkins-Carlson Rooms are not available for student organizations unless sponsored by another University Department. The University Department will be responsible for the room usage fees.
- Use of this room is generally limited to River Campus Library Events and the offices of the President, Provost, and University Deans. Special approval is required by the Library office to use the whole room.

### **III. ROOM PREPARATION**

**For all rooms at Rush Rhees Library:**

**The sponsoring group must restore the room to its original arrangement immediately following the event.**

**NO** balloons or candles (including votive candles) are allowed in the Library. Décor must not endanger Library walls, panels or signage; require moving works of art; or affect their appearance. All décor and signage must be free standing. Nails, staples or tape may not be used on walls, floors or windows. Any decorative items at the event deemed unsafe by Library staff will be removed.

Also, nothing can be hung from or on the doors or walls of the rooms. No scotch tape, masking tape, or tape of any kind is to be used. No pins, tacks, nails, etc. are to be used on the doors or walls of the rooms.

Please use tablecloth and waterproof protection under the tablecloth on any tables that will be holding food and/or beverages.

Furniture cannot be removed from Library rooms or borrowed for other rooms. If extra furniture is needed (eg. tables, chairs, coat racks), this can be arranged through River Campus Facilities Furniture and Property Movers ([https://www.facilities.rochester.edu/forms/support\\_for\\_events\\_request/](https://www.facilities.rochester.edu/forms/support_for_events_request/)) in advance of an event (see page 7 for contact information).

If there is any damage to the library caused by your event, the department/group will be charged for the actual cost of the damages.

#### **IV. FOOD and BEVERAGE**

ONLY University-approved caterers will be allowed to service events at Rush Rhees Library (<https://www.safety.rochester.edu/sanit/approvedcaterers.html>)

Please use tablecloth and waterproof protection under the tablecloth on any tables that will be holding food and/or beverages.

**All edible garbage must be removed from the room and building before the user leaves.**

#### **V. PARKING**

Special events and/or conference parking is coordinated through the Parking Office. University Transportation is responsible for establishing all parking fees. Policies and permits can be obtained through the parking office. Requests for parking spaces or attendant services should be coordinated through the Parking Office ([https://www.facilities.rochester.edu/forms/parking\\_reservation/index.php](https://www.facilities.rochester.edu/forms/parking_reservation/index.php))

#### **VI. EVENT SERVICING HOURS**

**All events, including set up and clean up, must be scheduled during hours the Library is open.**

**The Library hours can be found on our website at:**

<http://library.rochester.edu/about/hours/rush-rhees>

## **VII. KEYS**

### Gamble room

To obtain a key for the Gamble Room, please go to the Rush Rhees Library Q&i Desk. They will open the door for you. Please make sure the room is locked when you leave the room.

### Welles-Brown Room & Hawkins-Carlson rooms

Keys are not given out for the Hawkins-Carlson rooms or the Welles-Brown room. Please go to the Rush Rhees Library Q&i desk if you need the room unlocked for your event. Please remember to ask the Q&i desk staff to lock up the rooms after your event is over unless the room has been reset.

## **VIII. SMOKING**

Smoking is NOT permitted in the Library in accordance with University of Rochester Policy # 170 and Monroe County Law.

**Non-compliance of any of the usage requirements may jeopardize further use of the rooms.**

For Further Information on Rush Rhees Library Rooms contact:  
rclbuildingrequests@library.rochester.edu  
Diana Golemb @ 585-275-9309, or contact Jenny Arbelo @ 275-9311.

## **RUSH RHEES LIBRARY ROOMS – CONTACTS LIST**

Please contact these departments below as necessary to help ensure that your event is a success:

**Furniture needs/Furniture property movers/Facility needs:**

[https://www.facilities.rochester.edu/forms/support\\_for\\_events\\_request/](https://www.facilities.rochester.edu/forms/support_for_events_request/)

**Audio-visual equipment & technical needs:**

*For Hawkins-Carlson Rooms, Welles Brown & Gamble Room:*

Please contact <https://www.rochester.edu/college/ecm/>  
or 276-5757.

**Parking needs:**

Parking Office: 585-275-4524

<http://www.rochester.edu/parking/specialevents/>

**Catering:**

Food Event Requirements for Events on University of Rochester Owned Facilities & Properties:

<https://www.safety.rochester.edu/sanit/tferequirements.html>

This is the web link to the list of approved caterers for the University of Rochester.

<https://www.safety.rochester.edu/sanit/approvedcaterers.html>

**Events Calendar:**

To have your event listed on the University events calendar website, please contact Jeanette Colby, 276-3521, [jeanette.colby@rochester.edu](mailto:jeanette.colby@rochester.edu)

**If you do require assistance with your event or an event coordinator, please contact the Conference and Events Office (275-4111).**

<https://www.rochester.edu/college/ecm/>