

SIUE ESL Learning Resource Center In House Room Reservation

SIUE ESL Learning Resource Center 601 James R. Thompson Blvd.
Tel: (618) 874-8719 Bld. B, Edwardsville, IL 62025

Email the following application to: ESLCenter.LRC@siue.edu or Bring in completed form to the LRC

APPLICATION FOR MEETING ROOM USE

Date of Application _____ SIUE Charter SWIC WFD Other _____

Purpose of Meeting _____

Date of Reservation _____ Number of Attendees (Approximate) _____

Time of Reservation: Start _____ Finish _____

Room(s) Being Requested:

- Main Floor (Max 12/limited availability) Technology Room (Max 20) Conference Room (Max 20)
Internet included
- Group Meeting/Study Room (Max 6)

Will you need?

- Internet Connection Projector/Screen Laptop Media Cart dry-erase board on easel

Special Requests (Not guaranteed): _____

In consideration for the use of the meeting room (s), we agree and acknowledge that we have read and understand all rules and regulations in accordance to reserving and using LRC space.

Name of applicant _____ Phone Number _____

Email _____ Staff Position _____

Department _____

Responsible Party Signature _____ Date _____

Authorized Library Signature _____ Date _____

(A confirmation email will be sent within 5 Business days once request has been approved)

SIUE ESL Learning Resource Center Meeting Room Rules

The following rules apply to meeting room use:

- 1) All applications for meeting room use must be made by a LRC card holding resident of the LRC, or campus affiliated (ICCB) group/entity and age 18 or older.
- 2) The meeting room applicant and the group/organization which the applicant represents shall be jointly and severally liable for any breakage, damage or theft of any LRC property caused by members or guests of the group/organization.
- 3) The applicant must be present at the entire meeting since he/she is one of the responsible parties.
- 4) When a group finds it necessary to cancel a meeting it should promptly notify the LRC-Director.
- 5) No group/organization may charge an admission fee to the meeting, except for LRC sponsored programs for which fees may be charged to defray expenses.
- 6) No smoking or alcohol is allowed in the meeting rooms. Food/Beverages are never allowed at or near computers/Technology Lab
- 7) **Food and drink items are allowed per special request** for the conference room, small group room and Main floor. Under no circumstances will food or drink be permissible in the Technology Lab. Red colored beverages are prohibited.
- 8) Permission to use the meeting room does not constitute endorsement of the subject matter of the meeting, or the group/organization's beliefs and policies. As a result, publicity on non-LRC sponsored meetings must in no way imply LRC sponsorship.
- 9) Groups/organizations using the meeting rooms may not use the LRC as their mailing address or phone number.
- 10) No group/organization may store equipment or materials in the LRC, except on a temporary basis with the Library-Director's permission.
- 11) The LRC does not provide additional supplies/equipment outside of the items available for request on the [Room Reservation Application](#).
- 12) The LRC is not responsible for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the LRC.
- 13) Nothing may be attached to the walls or ceilings of the meeting rooms.

SIUE ESL Learning Resource Center Meeting Room Rules

Let's meet at the Learning Resource Center

SIUE Learning Resource Center Meeting Room Policy

The LRC provides the use of its meeting room facilities as an additional service to groups/organizations under conditions established by the Director. The LRC has two meeting rooms; one, the Conference room (capacity 20), and two, the Small Group Meeting Room (capacity 6). The LRC has one Technology Room/Virtual Classroom equipped with nineteen student computers and one proctor computer connected with projector (Capacity 20). The following conditions and regulations for meeting room use apply equally to all of these rooms.

The meeting rooms are available for use by all groups/organizations, except for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. The meeting rooms are not available for use by individuals.

Priority for use of the meeting rooms will be given in the following order:

1. Sponsored meetings or programs of the LRC.
2. Meetings or classrooms properly scheduled by groups/affiliates directly affiliated with the East St. Louis Higher Education Campus
3. Meetings or programs of all other groups/organizations based within the LRC service area.
4. Meetings or programs of all other non-service area groups/organizations.

A group/organization will be considered to be within the LRC service area if 50% or more of its regular membership/attendees are residents of the City of East St. Louis or broader community.

The meeting rooms may not be used by any group/organization for the following types of functions:

1. Commercial ventures. A commercial venture is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds (except fund raising for the LRC).
2. Purely social events.
3. Any other activity which would materially and substantially interfere with the proper functions of the LRC, such as excessive noise, a significant safety hazard or a significant security risk.

Please read the [Meeting Room Rules](#). These provide additional guidelines for use of the meeting rooms.

Obtaining permission to use one of the meeting rooms requires submission of a Meeting Room Application to the Library-Director. These applications may be obtained from the LRC or this website (see links below). Applications must be submitted at least 14 days prior to the meeting date requested. The Library-Director will endeavor to communicate a decision to the applicant within 5 working days. Application may only be made for meeting dates in the current month or following month. In ascertaining whether a group/organization is locally based, the Library-Director may request a list of the names and addresses of the regular membership of the group/organization. If the group/organization fails to provide such a list upon request, it will automatically be considered non-locally based and denied usage.

A group/organization which has been denied permission to use the meeting rooms by the Library-Director may appeal such denial by writing in an email with evidence supporting a reversal to the Library-Director within 3 working days of the initial denial. The Library-Director will attempt to complete its findings of fact and reach a decision within 2 working days, unless additional information is deemed necessary.

All special requests must be adequately documented on the room application to guarantee LRC Capacity to provide and/or allow special requests. Food/drink, supplies, media carts, equipment, and staff on hand etc. will be considered a special request.

A LRC staff member will check the meeting room before and after each scheduled use, and the Library-Director will notify in writing the person who applied to use the room of any violations of the meeting room regulations. The Library-Director and LRC thereafter reserve the right to suspend the privilege of using the meeting room by that group/organization. Groups/organizations will be given proper notification of any suspension of privileges.

The LRC will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time. The LRC Director has the right to assess and base all room reservation decisions at their discretion.

To request use of the meeting room:

Print and fill out the necessary **application** and submit it to the Library-Director in person, or email complete details as indicated by form to ESLCenter.LRC@siue.edu with subject line reading "ROOM RESERVATION".

Forms can be found at <http://www.siue.edu/eslc/learning-resource-center.shtml>