

Room Reservation Procedures

- Reservation forms can be found online at <http://library.cmich.edu/RoomReservation> .
- Room Reservations should be made at least one week in advance of the event. Rooms will not be held and will only be assigned after the appropriate forms are filled out. You will receive an email confirmation for your event when it has been approved.
- Reservations are handled in the order in which they are received. Consideration will be given to the size of the group and the space available. Rooms cannot be reserved on a repeated or on-going basis.
- The Library reserves the right to reassign or cancel your reservation to assure the maximum and most appropriate utilization of its facilities.
- Groups not affiliated with the University may be granted space based upon their relationship or connection to the University as well as room availability.

Food/Beverage Policies

- The group hosting the event is responsible for enforcing the food and drink policy. Failure to do so may result in loss of future room privileges, cancellation of future events and possible fines.
- **Food and beverages are NOT allowed in the Auditorium.**
- Food and beverages **are** permitted in the Strosacker and Baber Rooms.
 - Arrangements to serve food and beverages are to be made directly with Classic Fare Catering at (989 774-7480). The library must approve food and beverage requests before the event.
 - Use of placements and coasters are mandatory when food or beverages are served in the Strosacker Room.
 - Food and beverages are to be removed when the event has ended.

General Information and Policies

- Rooms must be left in the same condition in which they were found.
- General room signage will be posted for events. Additional signage is the responsibility of the requestor and must be approved by the Library. Signage is not allowed on walls or glass. The Library has some free-standing sign equipment available.
- No open flame candles are allowed.

- Arrangements for early and special room set ups are to be made with the Facility Specialist at least one week in advance. The library possesses additional furniture for meetings please address your needs to the Facility Specialist.
- Arrangements must be made prior to the event for instruction on A-V equipment. Library staff is not available to operate equipment for events.
- Telephone hook-up is available in some rooms, but at the Library's discretion. Any substantial telephone charges incurred will be charged back to the appropriate department/organization.
- The cost of repairing damage to the facility or equipment will be charged back to the sponsoring organization or person, with a minimum charge of \$45.00.
- The Library assumes no responsibility for the success of scheduled meetings or events.
- The Libraries are not responsible for items lost or stolen.
- The Library asks for at least 48 hour notification of cancellation. Cancellations must be called to (989) 774-1030 or emailed to mcart2jm@cmich.edu to the Library Facility Specialist.
- All groups using University Space are expected to adhere to the laws of the State of Michigan, all local and federal laws, and general policies, regulations, and guidelines of the University Library and Central Michigan University. Failure to comply with these regulations may result in forfeit of the privilege of utilizing University facilities.

FAILURE TO FOLLOW ANY POLICY MAY RESULT IN ROOM RESERVATIONS BEING CANCELLED AND MAY ALSO RESULT IN DENIAL OF FUTURE PRIVILEGES IN THE LIBRARY AND OTHER CAMPUS SPACE.

CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community (see <http://www.cmich.edu/aaeo/>). INDIVIDUALS WITH DISABILITIES REQUIRING ACCOMMODATION SHOULD CONTACT REFERENCE SERVICES AT 774-3470.

[Central Michigan University Library](#), 250 East Preston Street, Mount Pleasant, MI 48859 - (989) 774-1100
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