Room Reservation Procedures

- To request a room, complete an online reservation form. Rooms will only be assigned after the appropriate form is submitted. You will receive an email confirmation when your event is approved.
- The person requesting the room must represent an official CMU University Group or Student Group as defined in CMU’s Facility Use Policy.
- Requests are processed in the order in which they are received. Consideration will be given to the size of the group and the space available. The Libraries reserves the right to reassign or cancel reservations to assure the most appropriate utilization of its facilities.
- Room reservations should be submitted at least one week prior to the event and should include:
  - Requests for early and special room set-ups.
  - Requests for instruction on audio-visual equipment. Library staff is not available to operate equipment during events. Library staff may or may not be available for equipment troubleshooting.
  - Requests for event signage.
  - Requests for library approval on planned food and beverages in the space.
- Changes or additions to, as well as cancellations of, the original request must be communicated to the Library 48 hours prior to the event. Please call (989) 774-1030 or email the Library Facility Specialist.
- Rooms can be reserved up to six months in advance, or one year for events pertaining to Core University Activities as defined in CMU’s Facility Use Policy.
- Rooms cannot be reserved on a recurring basis. Exceptions may be made for the Strosacker Room for events pertaining to a Core University Activity as defined in CMU’s Facility Use Policy.
- All space requests for Registered Student Organizations (RSOs) must be processed through Engage before submitting a request for space in the Library.
- Events must end 30 minutes prior to the closing of the Park Library building.

Food/Beverage Policies

- The group hosting the event is responsible for observing the Libraries’ food and drink rules. Failure to do so may result in loss of future room privileges and possible cleaning charges.
  - Food and beverages are NOT permitted in the Sarah and Daniel Opperman Auditorium.
  - Pre-packaged snacks may be handed out at tabling events in the Main Corridor. Permission for handing out drinks must be obtained from the Libraries.
  - Food and beverages are permitted in the Strosacker and Baber Rooms.
    - Arrangements to serve food and beverages should be made directly with Classic Fare Catering at (989) 774-7480. The library must approve food and beverage requests before the event.
    - Use of placemats and coasters is mandatory when food or beverages are served in the Strosacker Room.
    - All food and beverages must be removed from the space when the event has ended.

General Information and Policies

- Rooms must be left in the condition in which they were found.
- 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.
- Open flames or heating elements are NOT permitted.
- The Library assumes no responsibility for the success of scheduled meetings or events.
- The Libraries are not responsible for lost or stolen items.
- Registered Student Organizations (RSOs) can request use of the Daniel and Sarah Opperman Auditorium and the Strosacker Room. The Main Corridor and the Baber Room are not available for use by RSOs.
- Commercial solicitation and fundraising and promotion of non-CMU products, services, or events are NOT permitted at events in the Park Library under CMU’s Solicitations and Fundraising Policy.
- 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 Central Michigan University and the CMU Libraries. Failure to comply with Central Michigan University’s Administrative Policies, Procedures, and Guidelines may result in forfeiture of the privilege of utilizing Libraries facilities.

Sarah and Daniel Opperman Auditorium Policies

- Use of the Sarah and Daniel Opperman Auditorium must be in accordance with CMU Libraries Room Reservation Procedures and General Information and Policies.
- Food and beverages are NOT permitted in the Sarah and Daniel Opperman Auditorium.
- Arrangements must be made prior to the event for instruction on the use of audio-visual equipment. Operation of the equipment during the event is the responsibility of the group using the room.
- Arrangements for recording in the Sarah and Daniel Opperman Auditorium are the responsibility of the group using the room and must be made in advance.

Strosacker Room Policies

- Use of the Strosacker Room must be in accordance with CMU Libraries Room Reservation Procedures and General Information and Policies.
- Tables in the Strosacker Room cannot be moved due to existing power and network connections.
- Telephone hook-up is available at the Libraries’ discretion. Incurred telephone costs will be charged back to the appropriate department/organization.
- Arrangements must be made prior to the event for instruction on the use of audio-visual equipment. Operation of the equipment during the event is the responsibility of the group using the room.
- Food and beverages are permitted in the Strosacker Room.
  - 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 placemats and coasters are mandatory when food or beverages are served in the Strosacker Room.
  - All food and beverages must be removed from the room when the event has ended.
Baber Room Policies

- Use of the Baber Room must be in accordance with CMU Libraries Room Reservation Procedures and General Information and Policies.
- The Baber Room is reservable for HIGH LEVEL receptions and functions.
  - Examples of suitable events include: art exhibitions and openings, Clarke Historical Library receptions, speaker events, Senior Officer receptions, donor receptions, high-level college receptions, and receptions following speaker events in the Sarah and Daniel Opperman Auditorium.
  - Examples of prohibited events include: student-only events, non-library dining events, non-library lectures or presentations, events requiring audio-visual resources.
- Approval of Baber Room requests is dependent upon other events in the building and staffing on the date requested.
- Food and beverages are permitted in the Baber Room.
  - 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.
  - All food and beverages must be removed from the room when the event has ended.

Main Corridor Policies

- Use of the Main Corridor must be in accordance with CMU Libraries Room Reservation Procedures and General Information and Policies.
- CMU employees may request a table in the Park Library Main Corridor using this reservation form.
  - Acceptable uses include: sharing information about university divisions, colleges, departments, and offices; activities related to the academic and program activities of the university; student or faculty scholarly poster sessions.
  - Prohibited uses include but are not limited to: commercial solicitation and fundraising (see CMU’s Solicitations and Fundraising Policy); promotion of non-CMU products, services, or events; aggressive distribution of such items as fliers, surveys, or questionnaires.
- Main Corridor tabling events guidelines:
  - Use of the corridor is limited to the northeast side, across from the Sarah and Daniel Opperman Auditorium. Doors, glass walls, and glass display cases cannot be blocked or obstructed.
  - Groups are limited to one table each.
  - Groups may not have more than two reservations per week.
  - Groups may not exceed eight tabling hours per week.
  - All signage and materials are the responsibility of the requesting group, and are subject to approval by the Libraries.
  - The Libraries may be able to provide extra furniture, if requested.
  - Pre-packaged snacks may be handled out at tabling events. Permission for handing out drinks must be obtained from the Libraries.
FAILURE TO FOLLOW THESE POLICIES MAY RESULT IN A ROOM RESERVATION BEING CANCELLED AND POSSIBLE DENIAL OF FUTURE PRIVILEGES IN THE LIBRARY.

CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see http://www.cmich.edu/ocrie).

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

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