B. THOMAS GOLISANO LIBRARY

GOLISANO CONFERENCE ROOM
Room 202

Purpose	To provide a meeting space for Golisano Library and RWC / NES faculty, staff and students.
Available to	RWC / NES Faculty, Staff & Students May be available to local community groups if available / appropriate*
Amenities	Seats 10 around conference table, 10 additional seats Wireless internet access Flat screen LCD Air-conditioned Scenic view of campus
Room Use Policy	Room is available for use during library hours only. Room is intended for meetings, workshops, orientations and one-time events. The room is <u>not</u> a classroom space. Meetings that are scheduled for more than one time may be asked to relocate if the room is needed for another one-time meeting. Key may be signed out at the Circulation Desk 15 minutes before the reserved time upon presentation of RWC ID card. Reservations are made through VEMS and approved in the order they are received. You will be notified by email when your reservation has been confirmed. One week notice is appreciated. Library not responsible for items left unattended.
Planning an event	Room reservation time should include time needed for setup / clean up. Meeting organizer is responsible for special arrangements with Catering, IT Services, Media Services, Facilities, Security, etc. Food service must be provided by Aramark. Food / beverages must be covered when being transported through the Library. Room has limited serving space.
After an event	Room must be clean and left in order it was found. Room must be locked and key returned immediately after the event.
How to apply	Use VEMS on RWC Intranet website OR contact Library Operations Manager, Beth Specht, x6816, specht_elizabeth@roberts.edu.

Local community groups must make arrangements through the RWC Office of Conference Services, 594-6230.   ***2/14***