### 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 not 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.*