

# BIELLA ROOM USE POLICY

## (Maximum Capacity 50)

\*\* Please use this room with care, it is one of the most desirable locations on campus for functions and we need to treat it GENTLY \*\*

### I. SCHEDULING

- a. Scheduling of the Biella Room is through the Office of Facilities Reservations, not the Main Library. To make a reservation, submit the online “Reservation Request Form” located on the University Scheduling website.  
<http://www20.csueastbay.edu/pem/university-scheduling/fr-request-forms.html> .
- b. Events are only scheduled during the time the library is open. Library hours are posted at <http://www.library.csueastbay.edu>.
- c. **Events need to end no later than 15 minutes before the library closes.**

### II. OPENING & CLOSING ROOM

- a. **Opening** - The Library staff will open the room 15 minutes before each scheduled event. Check in at the library Circulation Desk upon arrival.
- b. **Closing** - The individual responsible for the event should notify the Circulation Desk staff before leaving the library so the library staff can check and secure the room.

### III. SUPPLIES

- a. The Library does not provide supplies (chalk, markers, paper, easels, etc.).

### TECHNOLOGY SETUP

- a. “Network Access Points” (NAPs) are available where computers can be plugged in via an Ethernet cable for internet connection. This does not require any authentication.
- b. Wireless connection requires a NetID and Password.
- c. Room is equipped with Computer, DVD, Projector, Screen, Smart table podium, Laptop VGA cable and Utology dashboard control system.  
**Utology Online Training Link:**  
<http://ebr.csueastbay.edu/Panopto/Pages/Viewer/Default.aspx?id=036f0dfc-295d-4d98-9769-f0cdd70b035e>
- d. Any additional instructional media equipment needed is to be ordered directly by filling and submitting a “Service Desk Ticket” and checking the area for “Event Consultant”.

### IV. SERVING FOOD

- a. **Type of Food & Beverages Allowed**
  - Breakfast baked goods, Cookies and Pastries
  - Boxed Lunches
  - Coffee & Tea, Water, Juices and Soft Drinks – Wine if a completed Alcohol Approval Form has been approved.
  - Catered Food Trays – Cold Foods only

- b. **Type of Food & Beverages Not Allowed**
  - **Hot** Catered Open Food Trays – this is due to strong odors lingering throughout the library.
- c. All food deliveries must be made through the elevator not through the main library entrance. Call ext. 5-3613 for access to the elevator from the loading dock. There is a campus phone located on the loading dock.
- d. Food must stay in the Biella Room during your event or meeting.
- e. PLEASE make every effort to clean up after your group--put everything in a trash can and move the trash can OUTSIDE the room.

## **VI. SET UP & CLEARING ROOM**

- a. **The set up & tear down of chairs & tables for the meeting or special event is the responsibility of the requestor. There are enough tables & chairs in the room to seat 50. No additional equipment will be allowed to be brought in the room for we must adhere to Fire Marshal codes.**
- b. The Library staff does not serve as attendants for the Biella Room & will only assist in opening & locking the Biella Room doors. Please do not ask library staff to help with set up or tear down of room.
- c. The sponsoring organization or individual using the room is responsible for making sure that all trash is cleaned and removed from the room after each use. This includes food, beverage containers, printed materials, etc. The Office of Facilities Reservations will bill the sponsoring group/individual if the room is not left in its original condition.
- d. Please leave the furniture in some semblance of order. If you set up a great many tables and chairs, please restack them. The folding tables are heavy and the next group may not need them.
- e. If the floor has food or paper on it, please pick it up. Custodial services are very limited for the Library and someone may not be able to attend to this room for several days. Be kind, pick up.
- f. Please allow enough time to take care of the space before the Library closes. On most week nights the Library closes at 10 pm; you should be ready to leave the space in good, orderly condition, by 9:30 pm; 2:30 pm on Fridays.
- g. **Violation of this policy will result in denial of future reservations.**