

**AT&T Library & Technology Resource Center  
Reservation Scheduling**

FAX: 340-3630; Phone: 340-3393/3624

Today's Date \_\_\_\_\_

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**FACILITIES ARE AVAILABLE TO FACULTY, STAFF, STUDENTS AND NON-PROFIT COMMUNITY ORGANIZATIONS ONLY**

**Requirements for Facility Use:**

Due to Fire Regulations there may be no more than 60 participants. Please note the maximum capacity of each room given on the form.

Reserving Organization is responsible for all room set-up and clean up. If special set-up is required, you **MUST** fill out the HSSU Facilities Use form.

Failure to submit the HSSU Facilities Use form releases the University from all set-up requirements.

The AT&T Library and Technology Resource Center does not provide any office supplies or refreshments or related supplies.

Please refrain from loud talking while in the AT&T Library and Technology Resource Center building.

Please limit all cell phone use to the lobby.

Refreshments are allowed in the Telecommunity and Seminar Rooms. Catered refreshments must be provided by the University food service contractor for non-University organizations. Please contact Fresh Ideas at (314) 340-5304; Samuel Pearson.

The management of the AT&T Library and Technology Resource Center reserves the right to limit activities to the posted hours the building is open.

**The University reserves the right to cancel your reservation without notice.**

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Group/Organization: \_\_\_\_\_

Date(s) with Beginning and End Times: \_\_\_\_\_

**Rooms (Available Monday-Thursday 8:00 am-8:30 pm; Friday 8:00 am-5:30 pm; Saturday 9:30 am-4:30 pm by special arrangement only; Not available on Sunday):**

- Telecommunity Center; Rm. 108 (cap. 60)
- Computer Lab; Rm. 120 (17 stations + presenter station)
- Dr. George H. Hiram Seminar Room; Rm. 130 (cap. 25)
- Main Library
- Combination of Rooms \_\_\_\_\_

Recurring?    Yes    No       Database Instruction       Tour

\*\*\*\*\*

**A Technician is required for the use of any Technology provided in the rooms. If a Technician is required for a weekend event, one will be provided at a cost of \$40.00 per hour with a four (4) hour minimum.**

**Technology & Equipment:**

- |   |   |
|---|---|
| <input type="checkbox"/> Computer                               | <input type="checkbox"/> Easel  |
| <input type="checkbox"/> Teleconference                         | <input type="checkbox"/> Easel Pad  |
| <input type="checkbox"/> Video Conference                       | <input type="checkbox"/> Special Custodial Services \$23.00/hour<br>4 hour minimum. |
| <input type="checkbox"/> Document camera/transparency projector |   |

Photocopies are 10¢ each; coin operated.

Printer usage 1¢ per page; payable at the Circulation Desk.

\*Other (You may bring your own laptop): \_\_\_\_\_

\*\*\*\*\*

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address \_\_\_\_\_ Tax ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
Responsible Occupant's Signature

The AT&T Library and Resource Technology Center reserves the right to refuse future service to any organization that fails to abide by this signed agreement.

Barbara N. Noble; Library Director

(rev. 2/2015)