RUSH RHEES ROOM RESERVATION POLICIES

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I. GENERAL INFORMATION

Certain rooms within Rush Rhees Library are available for reservation, subject to availability. The River Campus Libraries (RCL) Building and Technology Services Department facilitates room scheduling but does not provide event planning or coordination services.

A. CATEGORIES OF USE

Use is restricted to academic events or University-sponsored functions. All reservations are subject to the scheduling priorities and guidelines administered by the RCL Building and Technology Services Department.

The following uses are **not permitted**:

1) Non-University sponsored events (e.g. wedding receptions, corporate groups)
2) Events involving admission fees, sales, or solicitation
3) Regular academic classes, recitations or study sessions

B. USAGE and SERVICE FEES

Usage Fees (effective January 2027):

Gamble Room	**$50/hour, with a maximum of $400 per day**
Welles-Brown Room	**$75/hour, with a maximum of $600 per day**
Hawkins-Carlson Seminar room	**$50/hour, with a maximum of $400 per day**
Hawkins-Carlson Reading room	**$100/hour, with a maximum of $800 per day**
Entire Hawkins-Carlson room	**$125/hour, with a maximum of $1000 per day**

Regular student organizations are exempt from usage fees. Requests must be submitted by an *active* undergraduate member of the student organization.

Service Fees: The requesting department or administrative unit is responsible for all service costs associated with the event, including but not limited to:

- Parking
- Housekeeping
- Room setup & reset
- Audio/visual or technical support
- Catering
- Equipment rentals

All service arrangements must be coordinated directly by the requesting department or administrative unit. Charges are billed directly by the respective service provider or supplying unit.

C. SCHEDULING PRIORITIES and TIMELINES

Reservations may be submitted one semester in advance and are processed upon availability. **Library-sponsored programs have priority**, and all other requests are accommodated on a first-come, first-served basis.

Reservations must be submitted via the University scheduling system: https://www.calendar.rochester.edu/Default.aspx

- Please allow 3 business days for a response from the RCL Building and Technology Services Department to your request.
- Requests must be submitted at least one week prior to the event date.

If information on the planned activity and/or deposits are not received as requested, rooms will be returned for reassignment or other uses after appropriate notification.

D. PAYMENT POLICY

All financial transactions must be processed via Workday in accordance with University Finance guidelines. The requesting department or administrative unit should reach out to GeneralAccounting@UR.rochester.edu directly if they have any questions about their security roles or permissions in Workday.

If a department is unable to pay via Workday, a journal entry (JE) form may be used. The invoice and completed JE form, including two required signatures, should be submitted to: GeneralAccounting@UR.rochester.edu (cc: lmetcalf@library.rochester.edu; rclbuildingrequests@library.rochester.edu).

To maintain good standing, all invoices must be paid within 30 days of the event date. Accounts with invoices exceeding 30 days past due may be restricted from booking reservable spaces until all outstanding balances are paid in full.

E. CANCELLATION POLICY

All cancellations must be submitted by email (rclbuildingrequests@library.rochester.edu) to the RCL Building and Technology Services Department.

Advance notice is strongly encouraged to allow reallocation of space due to high demand.

F. SUPPORT SERVICES

The requestor is solely responsible for coordinating all support services, including:

- Facilities and furniture movers
- Housekeeping
- Audio/visual services
- Catering
- External vendors

All vendors must be properly supervised by the requestor or their administrative unit.
RCL Building and Technology Services staff do not provide event setup or operational support, including:

- Equipment setup or troubleshooting
- Photocopying or supply provision
- Vendor coordination or supervision
- Event or directional signage

To ensure compliance with fire safety and University risk management requirements, **all room setups and resets for the Hawkins-Carlson Room must be performed exclusively by River Campus Facilities and Furniture Property Movers.**

II. ROOMS AVAILABLE FOR RESERVATIONS

Gamble Room: Maximum Capacity: 50 people

- Location: 3rd Floor, Room 361
- Amenities:
  - Kitchenette with fridge and sink – if caterers need a staging area, this can be used.
  - Hybrid meeting capabilities. Audio/visual equipment includes screen, projector, camera(s), in-ceiling mics & speakers, in-room computer, laptop/media input
- Restrictions:
  - Do not stack the chairs
  - No air-conditioning available, but the windows on the south side can be opened for ventilation. Note: The room may get warm during the spring and summer seasons.

Welles-Brown Room: Maximum Capacity: 50 people

- Location: 1st Floor, off the Friedlander Lobby (Room 133)
- Amenities: Kitchenette with fridge, sink, and counterspace – if caterers need a staging area, this can be used.
- Restrictions:
  - No podium or audio/visual equipment is available. Contact Event and Classroom Management for any event support.
  - Only RC Facilities Furniture and Property Movers are to set up and re-set the room.

The Hawkins-Carlson Room is made up of two separate rooms (Reading Room and Seminar Room), which can be combined into one large room.

- Location: 1st Floor, Rooms 105/105A
- Amenities:
  - 14’ built-in banquet/countertop
    - Movable podium.
    - Hybrid meeting capabilities. Audio/visual equipment includes screen, projector, camera(s), in-ceiling mics & speakers, in-room computer, laptop/media input

- Restrictions:
    - Only RC Facilities Furniture and Property Movers are to set up and re-set the rooms.
    - If you want the partition wall opened, you must book the entire Hawkins-Carlson room. **Arrangements to have the wall opened must be made ahead of time with Facilities and Furniture Property Movers.** A service fee may be charged for this.
    - Do not close the draperies in these rooms. There are electrical darkening shades if you need less light in the room for projection. If you need help using the shades, call Event and Classroom Management (585-275-1438) or the RCL Building & Technology Department (585-275-9309).
    - If audio/visual equipment is needed, the user must contact Event and Classroom Management to make arrangements for the delivery, set up, use, and retrieval of the equipment.
    - The Hawkins-Carlson Rooms are not available for student organizations unless sponsored by another University Department. The University Department will be responsible for the room usage fees.
    - Use of these rooms are generally limited to River Campus Library Events and the offices of the President, Provost, and University Deans. Special approval is required by the Library office to use the whole room.

Hawkins-Carlson Reading Room: Maximum Capacity: 125 people

- Access will be through Lam Square area glass doors only.

Hawkins-Carlson Seminar Room: Maximum capacity: 28 people

- This room is the smaller of the two divided rooms.
- Access from the Friedlander Lobby only.

Entire Hawkins-Carlson Room: Maximum capacity: 150 people

- This is the full room when the wall between the Seminar Room and the Reading Room is open.

Note that Friedlander Lobby (the area between the Hawkins-Carlson and Welles-Brown rooms) is not a reservable space. Registration tables may be placed just outside either of these rooms so long as they do not impede egress to the quad entrance doors. No other event activities are permitted within Friedlander Lobby.

III. ROOM PREPARATION

The sponsoring group is responsible for restoring rooms to their original condition immediately following the event.

The following are strictly prohibited:

- Balloons, candles, or open flames
- Tape, nails, staples, or any fasteners on walls, doors, floors, or windows
- Hanging items from doors or walls
- Moving or altering artwork or fixtures

Decorations must be freestanding and must not damage Library property.

Furniture cannot be removed from Library rooms or borrowed for other rooms. If extra furniture is needed (eg. tables, chairs, coat racks), this can be arranged through River Campus Facilities Furniture and Property Movers.

Departments will be held financially responsible for any damage resulting from their event.

IV. FOOD and BEVERAGE

Only University-approved caterers may provide food service.

Tablecloths and/or waterproof protection under the tablecloth must be used on any tables that will be holding food and/or beverages.

All food waste must be removed from the room and building at the conclusion of the event.

V. PARKING

Special events and/or conference parking is coordinated through the Parking Office. University Transportation is responsible for establishing all parking fees. Policies and permits can be obtained through the parking office. Requests for parking spaces or attendant services should be coordinated through the Parking Office.

VI. EVENT SERVICING HOURS

All events, including setup and cleanup, **must take place during official Library operating hours.** Beginning in January 2027, early opening and/or late closing requests will not be accommodated.

The Library hours can be found on our website at:
http://library.rochester.edu/about/hours/rush-rhees

VII. ROOM ACCESS

Requestors reserving a room must check in at the Q&I Desk upon arrival to gain access to the reserved space. Keys will not be issued to room users.

At the conclusion of the reservation, users are responsible for securing the room, ensuring it is left in good condition, and checking back in at the Q&I Desk to notify staff that the event has ended.

VIII. SMOKING

Smoking is strictly prohibited in all Library facilities in accordance with University of Rochester Policy #170 and Monroe County law.

IX. COMPLIANCE

Failure to comply with these policies may result in loss of future reservation privileges.

RUSH RHEES LIBRARY ROOMS – CONTACTS LIST

If you require **assistance with your event or an event coordinator**, contact the Event and Classroom Management office: 585-275-9014 or ecm@rochester.edu

For all other services, contact the departments below to help ensure that your event is a success:

☐ **Audio-Visual Equipment & Technical Needs:**
- Event & Classroom Management: 585-276-5757 or https://www.rochester.edu/college/ecm/

☐ **Catering:**
- https://adminfinance.rochester.edu/resources/approved-caterers-food-trucks/

☐ **Furniture Needs / Furniture Property Movers / Facility Needs:**
- https://www.facilities.rochester.edu/_forms_login/support_for_events_request/

☐ **General Accounting:**
- Email GeneralAccounting@UR.rochester.edu

☐ **Events Calendar:**
- To have your event listed on the University events calendar website, submit it here for approval by a University event administrator: https://events.rochester.edu/event/create

☐ **Parking:**
- Parking Office: 585-275-4524 http://www.rochester.edu/parking/specialevents/
- Form to request Special Event Parking Reservations: https://www.facilities.rochester.edu/_forms/parking_reservation/