Use of all Rudisill Library rooms must adhere to Rudisill Library policy RL13 - Rudisill Library Meeting and Study Spaces Policy, which is attached. The library does not provide set up, technology, or equipment services.

To request use of rooms or space on the library’s second floor (the Learning Commons), you must contact Carla Fowler at carla.fowler@lr.edu. Rudisill Library is unable to reserve these rooms.

The library rooms and spaces available are the following: Open space on first floor; Room 101 (Instruction Room); Room 115, (Seminar Room) and Room 123 (Colloquium Room)

Name of Requestor and Requesting Group

Signature of Requesting Person

Contact Number Please designate: Cell or Office

Contact Email

Event Name

Room(s) # Event Day(s) Date(s) Starting Time(s)** Ending Time(s)*

If the event begins or ends during Rudisill Library’s closed hours, the library will charge you for the cost of having a Student Library Assistant (SLA) open the facility, staff the entrance, and or close the facility during the times the library is not open.

**List the time people will actually come to the Library. If no one comes within one-half hour of the requested time and the library is not contacted at 828-328-7677 about any change in schedule, the SLA will close the library and leave. It is not the SLA’s responsibility to call the requestor.

Person/Group Notified Date

On date of event, the SLA completes the parts below and both the SLA and the requesting person CLEARLY initial.

Time of Arrival SLA Requestor or designee

Time of Departure SLA Requestor or designee