

Library Classroom/Conference Room Reservation Form

The library's classrooms and conference rooms are available for use by RISD students, faculty, staff, alumni and library members during library hours. First priority goes to library use. Classrooms are released for reservations one week in advance. The rooms cannot be reserved for semester-long classes or events.

You are expected to leave the rooms clean and arranged the way you found them. No food or drinks except bottled water are allowed in rooms 103 and 110. Food is allowed in 101B and 228. Brown bag lunches or meals served by RISD caterers are allowed; all food debris must be removed from the library afterwards. The use of charcoal or paint is not allowed anywhere in the Library. These rooms can be used for crits but not studio work.

Laptops and whiteboard markers can be checked out at the Circulation Desk.

Questions?

Claudia Covert, Readers' Services [ccovert@risd.edu](mailto:c covert@risd.edu) 401-709-5908

Gail Geisser, Circulation [ggeisser@risd.edu](mailto:g geisser@risd.edu) 401-709-5904

Requests to use other library spaces, especially after hours, should be made to Carol Terry, cterry@risd.edu, 709-5909.

Check one:

- Macaulay Conference Room 103** – 12 chairs, 2 tables, whiteboard
- Balcony Conference Room 101B** – 10 chairs, 2 tables, sideboard
- Goldberg Classroom Room 110** – 16 chairs w/small tables (can fit 30 chairs w/o tables), projector w/computer hookup, speakers, whiteboard, & podium
- Library Classroom Room 228** – 30 chairs (can fit 50 chairs w/o tables), 8 tables, projector w/computer hookup, VCR, DVD player, speakers, whiteboards, tackboards & podium **Can be booked when the library is not open.*

Name: _____

E-Mail: _____ Phone: _____

Class/Group Name: _____

Class Level: _____ Number of People: _____

Requested Date: _____ Requested Time: _____ to _____

Purpose of using the room: _____

I will abide by the Fleet Library at RISD's rules on use of classrooms/conference rooms. Signature: _____ Date: _____

Staff use: initials, date, & time request was received: _____
Confirmed by Library staff member & recorded on calendar: initials, date, & time: _____