



Conference Room Policy

Heafey Law Library
Circulation Department

October 2004

Four conference rooms are located on the second floor of the library for group use:

- **Glennon**, Room 203, has a capacity for 6 people
- **White**, Room 204 & **Clougherty**, Room 204A, have a capacity for 10 people
- **Warburton**, Room 211, has a capacity for 20 people

You can either come to the Circulation Desk or call 554-4072 to make a reservation.

Reservation and use of the conference rooms is limited to the following groups:

1. Currently enrolled SCU law students
2. SCU law graduates studying for the next Bar exam offered after they graduate
3. LARAW instructors have limited use; all others needs prior authorization from administration

Rules governing use of the conference rooms:

Reservations can be made up to one month in advance.

Only groups of 2 or more people may check out the conference rooms. Individuals may use the conference rooms to view library videos only.

Keys must be picked up at the Circulation Desk. You must leave an ID [i.e., Access Card, Drivers License, Passport, etc.] to get the keys.

Rooms are assigned based on group size and availability; Warburton is checked out last.

Rooms check out for a maximum of 3 hours per group, per day. A group may stay in the room beyond the 3 hour limit if no other group has reserved the room after your time. However, you must relinquish the room if another group needs access to a room and no other room is available.

Reserved rooms will be given away to other groups if keys are not picked up by 15 minutes after the scheduled start time of the reservation.

Conference room keys must remain in the library at all times. You must leave the keys at the Circulation Desk if your group plans on leaving the library for any period of time.

Food and drink are not allowed in the conference rooms.

Doors must stay locked and shut at all times. Please be courteous and keep noise to a minimum as sound carries easily through doors and walls.

Keys, dry erase pens and erasers must be returned to the Circulation Desk. Please wipe down the dry erase board at the end of your reservation.

Rooms must be emptied and keys returned no later than 15 minutes prior to closing.