

Checklist to hold an event at the Harold and Mary Ellen Deets Library

- Contact Veronica (x6271) or Elise (x6127) to confirm the availability of the room and to reserve it.
- If the event is held before or after normal library hours,
 - Contact Security (x6111) to let them know people will be in the building.
 - Inform Veronica about it so that she may arrange for a librarian or student worker to be present to open early or close late.
- If you need to rearrange the room,
 - Call Maintenance (x6321) or submit a work order to schedule when to move the furniture and when to move it back.
 - Let Veronica or Elise know when to expect maintenance to arrive and when to expect the furniture to be moved back.
or if you/your group will move the furniture
 - Carry all furniture that is not on wheels.
 - Return furniture to its original position after the event.
 - Remember that the earlier the reference room is rearranged, the more students will be disrupted from their normal studying habits.
 - Furniture should not leave the building to help prevent scratching and breaking.
- Contact Food Services (x6354) for any refreshments and delivery thereof.
- Clean up after event, especially any food messes. Notify Veronica or Elise of any stains immediately.
- If using any technology other than that is provided, contact the computer center (x6444) for assistance.
- If showing a movie of any kind, work with the library to obtain permission from the copyright holders. The library uses Swank Motion Pictures (800.876.5577) to pay for public viewing permissions on popular films.

A librarian or a student worker will be present during the event and will stay through the end to lock up the building.