

## ROOM 109 BOOKING & USE POLICY

The Munroe Special Collections Room (McKillop 109), an attractive and welcoming events space, also serves as storage and reading space for a significant amount of the University's rare books, manuscripts, and maps. Booking the Munroe Special Collections Room is more restricted than booking other spaces on campus because of the materials housed therein.

Food and drink are not normally allowed in spaces dedicated to archives or rare materials; spills or messes have the potential to damage materials directly, attract insects and mice, or create odors. An exception is made in the case of the Munroe Room so that it can be used as an events space.

Room booking should go through Mariann Maida in the Offices of Conferences and Events rather than 25 Live, so that her office and University and Archives and Special Collections can work closely with visitors. Only faculty and administration may book the room, and it may only be used for University-related events and meetings.

The University Archives and Special Collections asks the following of visitors to the Munroe Special Collections Room:

- All food in the room must be ordered through Sodexo for set up and cleanup.
- **Do not move the conference table.** It has a weak support that may break if it is moved.
- Clean up any spills immediately. If the spill is major, such as a coffee dispenser falling over, please immediately notify housekeeping, or talk to the access services staff at the circulation desk so they can notify housekeeping.
- Dispose of all food waste, napkins, plates, bottles etc. in the trash and recycling bins provided in the room. If you fill them, please do not leave the trash on the table; again, notify housekeeping or the access services staff so they can notify housekeeping, or dispose of the trash and recycling in the large bins next to the stairs to the garden level.
- If your group brought in any extra tables, other furniture, or technology, remove them from the room or make arrangements for their retrieval.
- If your group used any of the folding chairs in the storage closet in room 109, please put them back.
- Please dispose of or take with you any leftover handouts or other materials from your event.
- Do not handle collections items or remove them from the shelves without guidance from the archivist.

Thank you for your attention to these requests. The cleaner and neater the Munroe Special Collections Room is at the end of each event or meeting, the more quickly it can be used again and the safer the special collections materials will be. If you have any questions about this policy, please feel free to contact Genna Duplisea, university archivist and special collections librarian, at [genna.duplisea@salve.edu](mailto:genna.duplisea@salve.edu) or x2276.

This policy includes and supersedes the earlier Room 109 Use Policy.