



# Ira Raymond Exhibition Room conditions of use

It is a condition of booking the room that the organiser assumes full responsibility in relation to its use. It is strongly suggested that you book extra time before and after your meeting/event to allow for setup and clean-up and for equipment familiarisation. Viewings of the room are available by request.

## Times and access

This facility is for University use and is suitable for such activities as seminars, workshops, cultural events and meetings. Bookings from community organisations and student groups will also be considered subject to availability and approval.

Bookings may be made at any time but are preferred within Library hours; current hours are listed on the Library's [website](#). All bookings are subject to permission from the Services Delivery Manager and they reserve the right to decline a booking for operational reasons.

Bookings can be made [online](#). Booking enquiries should be directed to the Library by [emailing](#) or calling on 08 – 8313 5759.

The room is usually unlocked unless an exhibition is being held or for operational reasons. Outside of Library hours, access arrangements can be made with the University's [Security Office](#) on 08 – 831 35990 or [security\\_office@adelaide.com.au](mailto:security_office@adelaide.com.au)

Students are permitted to use the room between confirmed bookings (a booking display panel is to the right of the entrance door). If students are in the room at the time of your booking, please kindly advise them to leave.

## Room capacity

The suggested capacity is 80 people seated, or 100 people standing. This may vary depending on room configuration arrangements.

## Foyer area

Bookings are for the room only, and do not include the foyer area. Organisers are requested to obtain consent from Ask Library before placing furniture in the foyer area.

## Cancellations

Notification of cancellation is required as soon as possible before the scheduled booking. Contact the Ask Library on 08 - 8313 5759 or email [library@adelaide.edu.au](mailto:library@adelaide.edu.au) to cancel.

## Room setup

Please note that students use the room between bookings. Furniture configuration is flexible and can be changed to suit your requirements. Room setup is your responsibility. Please return the room layout to three rows of 8-10 seats per row. Four flip tables are to be along the western wall. Spare chairs to be stacked at the back of the room. All other items to be neatly placed in the space behind the internal three-quarter walled area.

## Signage

Outside the room to the left of the entrance door is a clear sign holder to advertise your event. Also, various portable sign holders are usually located in the room. Staff should use the [University standard templates](#). Please do not use blue tack or tape to stick signs on the walls (inside or outside the room).

## Service of alcohol

The room is not covered by the University of Adelaide's alcohol license. If alcohol will be served, it is the responsibility of the organiser to make arrangements for compliance with the University's [Alcohol Management and Use Policy](#) and to apply for a [liquor licence](#).

## Catering

On booking, organisers are asked to notify if any food or drink will be served. If so, it is expected that:

- the organiser arranges all catering including crockery, tea, coffee and milk supplies;
- the organiser arranges for the caterers to return promptly to clean up after the event;
- Important note: the kitchen is not to be used for cooking or major food preparation.

## Cleaning

Various cleaning products are stored in the kitchenette.

The organiser is required to wipe down all surfaces, particularly if food or drinks have been served, place all rubbish in the bins provided, and remove all items belonging to them or their group/organisation from the room.

If the kitchen is used, it is requested that the urn be emptied, jug washed, items removed from fridge and surfaces wiped at the end of the event.

If the room has been left in an unsatisfactory condition and cleaners are required, the organiser may be asked to pay for the cost of rectification.

## Noise

The entrance doors must be closed at all times during the event to prevent noise pollution which may disrupt student learning in the adjacent area.

## Security

If security is required, the organiser must arrange this directly with the University's [Security Office](#), unless alternative arrangements have been agreed upon with the Office of the University Librarian.

## Facilities and Amenities

### Equipment

• 80 – 100 chairs	• 1 chair lifter
• 8 flip tables	• Hot water urn, glass water jug
• 1 standard whiteboard	• 1 lectern with built in speakers – must be plugged into power outlet
• 2 MoCOWS	• 1 Cisco video conferencing mobile unit
• 1 desktop computer	• Ceiling-mounted data projector
• 2 lapel mikes	• 1 hand held mike
• CD/DVD player	• 1 document camera
• 1 laser/presenter pointer (held in University Librarian's office)	• Sign holders
• 3 rubbish bins	

## Audio visual

VGA, audio and HDMI cables are provided for organisers who wish to bring their own laptops or other electronic devices. HDMI adaptors for Lightning and Thunderbolt are provided for use with devices such as MacBooks and iPads. The sound and presentation settings are controlled using the desktop touch screen. Please note presentations are viewed on the wall behind the desk.

Please notify Ask Library if you have ordered additional equipment through Technology Services or are planning to bring your personal laptop.

If technical problems arise, please contact [Technology Services \(8313 3000\)](#) for assistance on the telephone provided. Or visit the Tech Crew on Level 3, Hub Central between 11 am – 3 pm (next to Ask Adelaide).

## Lighting

The light switches are located inside the room to the right of the entrance doors. The two panels closest to the door control the lights. If the projector is in use, please turn off the two switches marked in black as they interfere with the projected image.

### **Kitchen**

Attached to the room is a kitchenette with a filtered water tap and a small refrigerator. A hot water urn is also available for use. Cupboards are labelled as per contents. Basic amenities include a jug for water, and cleaning materials. Please ensure you empty the urn after use and return it to the kitchen.

### **Toilets**

Toilet facilities are located nearby in the Barr Smith Library and Hub Central.