Presentation Practice Room Policy
(Learning Commons)

Policy:

The Presentation Practice Room (Room 170 in the Learning Commons) is for use only by University of Rhode Island students to prepare for a presentation whether that presentation is an oral presentation or a presentation making use of software. Additionally the Presentation Practice Room can be used by Graduate students in preparation for an oral defense. The room is not to be used for classroom instruction. The room is assigned on a first come, first use basis. Use of the room is administered by the Circulation Unit.

Application Procedure
A University of Rhode Island student can request a key from the Circulation Desk staff. A University ID is required to sign out a key. The room may be used for a one hour interval and may be renewed for another hour provided that no one is waiting to use it.

The individual to whom the room is assigned (the “assignee”) is responsible for following the rules listed below and providing compensation for any damage to the room and its contents. Any violation of the rules will also result in suspension of Library privileges.

Rules for Use
1. The key is signed out for a one hour period and must be returned at that end of that period. The assignee is responsible for returning the key on time. An hourly fine of $5.00 will be charged in the event that the key is returned late. If the key is not returned by the end of the business day, a sanction will be placed on the assignee’s library record and also on e-Campus. The sanction will be lifted upon return of the key and payment of the fine.

2. All technology questions should be directed to the Tech Help Desk in the Learning Commons or the Student Computer Lab (Lower Level Rm. 4) if the desk is not staffed. The assignee will be responsible for any damage to the technology.

3. After use, the ceiling projector must be powered off and all furniture must be left in good order. The room must also be locked.

4. No material may be hung or placed in front of the doors or windows.

5. No Library material may be left in the room.

6. The Library is not responsible for any loss, theft, or damages to any personal possessions.

7. All Library policies on conduct of activities for the rest of the Library shall apply here.

Policy #12-07
Approved: 12/6/12, Dean Maslyn