GALANTI LOUNGE

Use Statement

The Galanti Lounge, University Library, may be reserved by groups for short term use to present scholarly, cultural, or special University activities. It may not be reserved for regularly scheduled meetings, events, activities or classes. Maximum seating capacity for the Galanti Lounge is 159 people when using tables and chairs. If no tables and chairs are used, the capacity is 344 people. Direct viewing to the podium and large viewing screen is accessible to only **125** people. The sponsor for the function must be a University Department or official University student organization. The Lounge is available for non-commercial activities only. The use of AV equipment will require appropriate training. Permission to use the facility may only be obtained from the Library Administrative Office. The Lounge normally will be available to University groups, Monday-Thursday 8:00 a.m. – 10:00 p.m.; Friday – 8:00 a.m. – 7:00 p.m. Intersession and summer hours are 8:00 a.m. – 4:00 p.m. Special Arrangements must be made for use of the Lounge on a Saturday, Sunday, or Holiday.

Scheduling

1. The Library Administrative Office will be in charge of approving and coordinating the scheduling of events. The Library or Library related activities will be given priority when scheduling conflicts arise. The Dean's Office will make all determinations as to appropriateness of the activity being requested for scheduling.

2. Reservations must be made at least one week in advance. The reservation form is available on-line at http://web.uri.edu/library/galanti-lounge/. No activity will be officially scheduled without the completion of the Galanti Lounge Reservation Request. For planning purposes, please note a thirty minute gap is placed between events to leave time for participants coming/going, clean up, resetting the room to the 'standard' layout, etc.

3. The Library Administrative Office must be notified immediately of any change in date, time, or cancellation. Repeated cancellations will result in the denial of the privilege to use the Lounge.

4. The Library Administrative Office will make all determinations as to the appropriate use of the Lounge, or any part thereof.

Use of Facilities

1. **The Circulation Desk requires a URI ID to use the key. NO EXCEPTIONS.** The key will be checked out on that URI ID and will be cleared when the key is returned.

2. **Participants are responsible for setting up the seating as needed for their function. They are also responsible for returning the seating back to its original state** (diagram attached)**.**

3. All furniture, kitchen utensils, and appliances are the property of the Library and may not be removed from the area.

4. It is not the responsibility of the Library to provide additional furniture, equipment, or materials.

5. The use of the kitchen facilities requires special authorization.

6. Sponsors of activities are responsible to leave the Lounge in a clean and orderly condition.

7. Any damage to the facility must be reported immediately to either the Dean's Office, or if an evening function, to Circulation. Sponsors are liable for damage.

8. Any intentional abuse of the facility will result in a denial of the future use of the Lounge.

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