Ball State University Libraries  
A destination for research, learning, and friends

Guidelines for Using BL 215

The University Libraries provides a wide range of equipment to meet most presentation needs.

1. Room BL 215 contains the following furniture and equipment:
   - Projector
   - Audio, Video, and Network hook up for a laptop
   - Podium
   - Dry Erase Board
   - Flip Chart
   - VIS box
   - 12 desks
   - 24 chairs

2. Hours available: Monday – Friday 8am – 5pm

3. The person reserving the space must be a faculty or staff member with Ball State University and is responsible to ensure the room is neat and orderly at the end of the session.

4. For assistance with room reservations, contact the Library Dean’s office at 765-285-5277.

5. Limited technical assistance is available Monday - Friday during regular business hours.

6. Food and beverages are allowed in the room, but must be catered by Banquet and Catering or the Bookmark Café. To request catering, contact Banquet and Catering at 765-285-3500.

7. Users of the space are not allowed to sell products or services, hold religious services, or proselytize.