

Ball State University Libraries

Guidelines for using BL 104

1. BL 104 may be reserved for use the following days and times:

Monday – Thursday	8:00am – midnight
Friday	8:00am – 8:00pm
Saturday	9:30am – 5:30pm
Sunday	10:30am – midnight

2. This space may not be reserved for re-occurring events spanning across an entire semester or serve as a substitute for a regular classroom.
3. The person reserving the space must be faculty, staff, or graduate assistant with Ball State University, be present during the event, and is responsible to ensure the room is neat and orderly at the end of the session.
4. Faculty and staff who require training to operate equipment must schedule a training session by calling Library Information Technology Services, 765-285-8032, during regular business hours.
5. Report problems with equipment to the Main Circulation Desk, 765-285-5143.
6. Food and beverages are allowed but must be catered by University Catering or the Bookmark Café.
7. Users of this space are not allowed to sell products or services, hold religious services, or proselytize.
8. For assistance with room reservations, contact the Library Dean's Office at 765-285-5277.

Technical Information

- Data Projector (with backup data projector)
- Instructor station with computer
- Blu-Ray/DVD player
- Audio, video, and network hookup for a laptop
- Podium with attached microphone
- Room sound system
- Tables at both the front and back of the room
- Seats 75, no desks

To request to have your event promoted on the Ball State University calendar, please email Nick Havranek at nahavranek@bsu.edu