

Ball State University Libraries

A destination for research, learning, and friends

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. The person reserving the space must be a faculty or staff member with Ball State University, must be present during the scheduled event, and is responsible to ensure the room is neat and orderly at the end of the session.
3. 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.
4. Report problems with equipment to the Main Circulation Desk.
5. Food and beverages are allowed in the room, but must be catered by Banquet and Catering or the Bookmark Café.
6. Users of the space are not allowed to sell products or services, hold religious services, or proselytize.
7. For assistance with room reservations, contact the Library Dean's Office at 765-285-5277.

Technical Information

- Data Projector (and a backup data projector)
- Instructor station with computer
- Blu-Ray/DVD Player
- Audio, Video, and Network hook up for a laptop
- Podium with microphone
- Room Sound System
- Conference table at front of room
- Display table at back of room
- Seats 75, no desks