Ball State University Libraries

Guidelines for Using BL 215

The BL 215 conference room is designated for large group instruction utilizing library collections and materials and/or presentations or one-time/short-term University-sponsored groups or events.

1. The person reserving the space must be faculty, staff, or a graduate assistant with Ball State University. They must be present during the scheduled event and they are responsible to ensure the room is neat and orderly at the end of the session.

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. 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 Library Dean’s Office 765-285-5277.

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.

The University Libraries provides a wide range of equipment to meet most presentation needs. Please visit the Educational Technology and Resources Collection (ETRC) 765-285-5340 for equipment loans.

Technical Information

- 12 desks and 24 chairs
- Projector with VGA and audio input at wall plate
- Audio, Video, and Network hook up for laptop
- Instructor workstation with wireless mouse and keyboard
- Podium
- Dry erase board
- Flip chart

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