Guidelines for Using BL 215

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

1. 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.

2. 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.

3. Report problems with equipment to the Dean’s Office.

4. Food and beverages are allowed in the room, but must be catered by Banquet and Catering or the Bookmark Café.

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

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

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 charts