The Friends of the Libraries Room (319 Alden) is to be used primarily for educational or cultural activities which are consistent with the Library’s functions and is available for use by groups within the University and for limited use by the Athens community.

Serving of food and drink in the Friends Room is NOT permitted except by special permission during the reservation process. University catering policies must be followed.

The room is equipped with a computer, projector, DVD player, and other audio-visual equipment. Please note: Libraries cannot install additional software or equipment.

The room is equipped with 10, 6-ft tables and 77 plastic chairs. The capacity of the room with theater-style seating is approximately 80.

Contact Jen Harvey (harveyj1@ohio.edu) to schedule the room or Kate Mason (masonk1@ohio.edu).

Checklist – BEFORE YOUR EVENT

- You will be responsible for table/chair set-up. Schedule extra time if necessary.
- If you intend to use the technology in the room, schedule time to be sure everything is functioning to your expectations before your event. IT support may not be immediately available.
- Any function requiring facilities, catering, etc. must request from those services directly and must include in that request a return for pickup - by the following workday at the latest. This includes dining supplies, food, special furniture, etc.
- If you should need more trash/recycling containers, contact Robin Krivesti, Alden’s facilities manager, krivesti@ohio.edu, 593-2665.
- If the door is locked go to the help desk on the 4th floor for key service.

Checklist – AFTER YOUR EVENT

- Clean up – remove/discard handouts, food, beverages, containers, utensils, and pizza boxes
- Turn off all lights
- Turn off all computer equipment including projector