

# ROOM RESERVATIONS



LOG SEARCH





# ROOM RESERVATION GUIDELINES

In addition to our many open spaces, Barbour Library offers meeting rooms, group study rooms, individual closed study carrels, and a Recording and Media Room, which may be reserved for individual and group use. Use of these rooms is governed by our **Code of Conduct**.

Rooms may be reserved during the library's **operating hours** only. Current PTS faculty, staff, and students have the additional option of reserving the Kelley-Orr Lounge and Meeting Room 105 in the Library's **24/7 space** at any time.

Time limits for room reservations vary according to the specific room and type of use.

Priority use of group study rooms is given to group reservations over individuals.

During finals weeks, use of group study rooms and individual closed carrels is limited to current PTS students only, and special time limits on reservations for these spaces apply.

Use of larger spaces such as the second floor atrium is limited to group gatherings and events. Smaller meetings should be scheduled in a meeting room or the Truxall classroom.

Room reservations by non-PTS patrons require the establishment of a library account with payment of the appropriate annual borrowing fee (\$15 for clergy; \$30 for general public).

Long-term reservations of closed study carrels are subject to library staff approval and room availability. See our Study Carrels webpage for more information.

## HOW TO MAKE A ROOM RESERVATION

Members of the PTS community (faculty, staff, and students) can reserve a space using **25Live**. Detailed instructions for using 25Live are available in **MyPTS**.

Non-PTS patrons such as local clergy, PTS alumnae/i, and the general public should contact **library staff** to set up a room reservation.

## AVAILABLE SPACES

Group study rooms and classrooms/meeting rooms come equipped with large monitors that can be connected to a laptop and whiteboards or dry erasable walls.

Individual Closed Carrels (9)

Group Study Rooms (3)

Kunkle Room

Meeting Room 105

Truxall Classroom

Hansen Room

Kelley-Orr Lounge – reservable by current PTS faculty, staff and students only

Second Floor Atrium – reservable by current PTS faculty, staff and students only

Recording and Media Room – A/V equipment for recording sermons and other multimedia presentations (free SD memory cards available). A phonograph, VHS/DVD player with TV, and cassette deck are also available for viewing and listening to media.



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