



Ryals Grand Event Space Meeting Room Employee Use

PROGRAM INFORMATION:

Name of Employee Making the Room Reservation: _____

Program/Event: _____

Department: _____ Number of Attendees: _____ Private Party? YES NO

Date of Event: _____ Start & End Time (include setup & take-down): _____

Set Up Time: _____ Event Time: _____ Clean Up Time: _____

To ensure good standings with Ryals Room use:

1. Only facilities can move, set up, and take down Ryals Room furniture.
2. Hang up decorations only using library-supplied blue painter's tape.
3. Clean up all decorations and trash at the end of your program/event.
4. Wipe tables/chairs used and spot vacuum any major spills and crumbs.
6. Properly open and close the 4th-floor amenities.

CHECKLIST for Employee Event	DETAILS	INITIAL	NOTES
RYALS ROOM BOOKING			
Book Ryals Room in Communico	Attend = Public Event or Hold. Reserve = Hold or Private.		<i>**If your event falls on a Friday, Saturday, or Sunday please reserve the entire weekend for Facilities Flip.**</i>
Partnership Contract			
EVENT OVERVIEW			
DATE			
TITLE			
LOCATION (Ryals Room, Executive Conference, Etc.)	You must book the Executive Conference Room separately through Rose Jubert		
TIME (this includes setup/takedown and event hours)			
# of GUESTS	To track Communico attendance		
Setup Time			
Event Start Time			
Event End Time			
Cleanup Time			
DESCRIPTION			
LAYOUT			
A/V NEEDS	Keypad: 3535#		
OTHER			
TICKETS			
Facilities Ticket = Layout	Two weeks prior to your event.		
Community Relations = Marketing Material/Social Media	By the 1st of the previous month.		
Security Support = If needed	Two weeks prior to your event.		

PRIOR TO EVENT			
Unlock Elevators - 4th floor			
Open Staircase Access - 3rd floor			
Place private event sign on 1st floor	Located in the cleaning cabinet Lock Code: 1001		
Place private event sign on 3rd floor			
Place private event sign on 4th floor			
Unlock Ryals Room Doors			
Turn on Lights	No code, hit cancel		
Unlock Restrooms	Private Restroom code: 3535#		
Setup A/V	Keypad: 3535#		
Prop Open Exec. Conference Door (if using)			
Unlock Kitchen			
Open/Close Shades			
Make sure trashcans are in room with trashbags			
Unlock designated balcony (if using)	*There must be a security guard on duty for alcohol & balcony use		
Access cleaning supplies in cabinet	Lock Code: 1001		
DURING EVENT			
Be aware of activities taking place			
Monitor 4th floor lobby area for unwelcome guests	ex: Private party		
Bathroom checks			
END OF EVENT			
Ensure Space is Cleared			
Lock Elevators - 4th floor			
Close Staircase Access - 3rd floor			
Walk Through Space			

1. All items have been removed			
2. Catering items removed			
3. Room is left how it was found			
4. Document damages (photo & notes)			
Remove welcome sign on 1st floor			
Remove welcome sign on 4th floor			
Remove welcome sign on 3rd floor			
Lock Ryals Room Doors			
Turn off Lights			
Lock Restrooms			
Turn off A/V & return microphones to charging station	EX: microphones		
Lock Exec. Conference Room			
Lock Kitchen			
Open Shades			
Lock Balcony Doors	if used		
LEAD EVENT SUPPORT STAFF			
NAME			
NOTE TIME CLEARED & SECURED			

NOTES: