

Event Liaison Responsibilities



Please keep this checklist with you to refer to during your event:

TECHNICAL ASSISTANCE

If your event is scheduled during regular work day hours (i.e., Monday to Friday between 8:30 a.m. and 5:00 p.m.) you may obtain technical assistance by calling the Libraries' **Help Desk at 5-9188 or 301-405-9188**. You are responsible for insuring that the equipment is in good working order during and after your event concludes. Please do not leave technical problems unreported; please inform library staff about any equipment failures or other technical problems.

CLEAN and TIDY

You are responsible for insuring that the room is clean and tidy once your event concludes. Straighten chairs. Recycle used flip chart sheets. Recycle handouts. Remove trash by taking bags to the 1st floor loading dock dumpster.

FOOD and DRINKS

The Special Events Room Events permits food and drinks under certain circumstances:

- Food may be brought in or catered for an event. However, because food or drinks are not allowed in the library, arrangements must be made in advance with Library Facilities staff to have food brought in through McKeldin Library's 1st floor loading dock.
- Food and drinks must be consumed **inside** the room.
- Cleaning up after the event is required (i.e. cleaning up food and removing trash by taking bags to the 1st floor loading dock dumpster).

ROOM LIGHTS

The lights in the Special Events Room will take 5 minutes to fully light. Flicking the switches is counterproductive – you will then need to wait 10 minutes before trying again. If turning off the lights is necessary for a video or to view a presentation, remember to switch the lights on prior to the end of the session. Turn off room lights at the end of the event.

CLOSING the DOOR

You are responsible for making sure the door is locked (it will lock automatically) once your event concludes. Do not leave guest lecturers, presenters, students or others unattended in the room.

THEFT

McKeldin Library is open to the public. It only takes a minute for a thief to strike. Do not leave personal belongings unattended in the room, even briefly.

EMERGENCIES

If an emergency occurs, call the campus police: **911**

FIRE ALARM!

If you hear the fire alarm, do not panic or run or assume that it is a false alarm. Exit the room immediately by taking the stairs to the 1st floor to leave the building.