

Broyhill Conference Room 421

The Broyhill Conference Room 421 may be scheduled for University administrative, faculty, and staff functions, and for recognized University student groups. The schedule is subject to change based on the [Library Hours](#), which vary with holidays, breaks, and floor closings.

Room 421 is not approved for use as a classroom and may only be used for meetings and events.

Room 421 will accommodate groups of 12 to 50 based on our posted seating arrangements. The Library will make an effort to meet room seating arrangement requests, but due to staffing constraints this may not be possible for meetings held after 4:00 p.m. The room must stay in the original set up position. **Moving or re-arranging furniture is prohibited.**

The University Library has priority for meetings and events and reserves the right to cancel or reschedule any event due to Library need. Events may **not** be scheduled on days or at times the Library is closed. Adherence to the [Appalachian State University Policy Manual](#) and the Library's policies is required.

Library Reservation Policy

Reservation requirements

- Please submit your request at least two weeks prior to the event and no less than two business days prior to the event. Completion of the request form does not ensure room availability or event approval.
- The Library will reserve rooms for University Faculty and Staff no further than six months prior to the requested date and after the library's hours are posted for the upcoming semester.
- Requests by student groups (groups that are approved and recognized by Student Engagement & Leadership) must be submitted for the current semester only.
- The Library requires a minimum of 30 minutes between events, however, if the event includes food, a minimum of 60 minutes is required for clean-up and setup for the next scheduled event.
- The reservation will end 30 minutes before the 4th floor closes. Reservations that include food will end 60 minutes before the 4th floor closes.
- All events after 5:00 p.m. must notify the library service desk on first floor upon arrival and departure.
- Live music or loud, interactive events are not allowed before 6:00 p.m.

For events scheduled in the Broyhill Conference Room (421) the following are prohibited:

- Tape or other adhesives on walls, doors or windows.
- Open flames of any kind (exception of sternos used by food services).
- Covering of glass windows on room doors.
- Sand, straw or glitter.
- Disarray of furniture (or moving, touching or tampering with artwork in any way).
- Anything prohibited in the [Appalachian State University Policy Manual](#).

Food

- The Library requires a minimum of 30 minutes between events, however, if the event includes food, a minimum of 60 minutes is required for clean-up and setup for the next scheduled event.
- For any event approved with food, the contact person, group, and/or department must follow University policy, clean up all food and spills, and remove all trash and recycling immediately after the event.
- When food is delivered by Food Services, the group/individual/department using the room must return all food items and dishes to Food Services cart/s, which will be in the hallway near the restrooms.
- Failure to adhere to Library policy may result in cancellation or denial of any requests during the semester.

Alcohol Usage

- The Library will adhere to the University's [policy on alcoholic beverages](#). Alcoholic beverages, limited to beer and wine, will be allowed during special events in areas designated for socials and receptions and with the prior approval of the Dean or Associate Dean of the Libraries.
- If the event will have alcohol, the [university permit](#) must be prior approved with all signatures and final copy in the library before event. If the permit is not finalized the event will be canceled.
- For any event approved with alcoholic beverages, the contact person, group, and or department must follow University policy, clean up all food and spills, and remove all trash and recycling immediately after the event.

Violations of the regulations with regard to capacity, violation of Library Room Policy or violation of University Policy will result in revoked room privileges for the remainder of the semester and upon the discretion of the Dean and Associate Deans of the Library.