

Madonna University Conference Rooms Reservation Policy

Madonna University Library provides faculty, staff, and students four reservable conference rooms for meetings and small group study: The Irish Room, the American Heritage Room, The Rare Room, and the College Room. These collaborative work spaces can seat four to eight people.

Groups of two or more faculty, staff, and/or students can reserve these spaces for up to three hours on a first-come, first-serve basis by contacting the Circulation Desk either in person or on the telephone. Proper identification is required for room reservations; student or employee ID number at the time of reservation and photo identification at the time of check-in. Other library patrons and individual students may utilize the conference rooms on a walk-in basis for up to thirty minutes during peak-usage times and an hour during normal usage. Check-in at the Circulation Desk with proper identification is still required for walk-in usage. Priority for room usage is given to groups of Madonna University students, faculty, and staff.

The Circulation Desk facilitates the conference rooms usage, and reserves the right to remove individuals from the rooms or restrict access to reservations based on the Student Code of Conduct.