

King Library Meeting Rooms

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OVERVIEW

Meeting Rooms at King Library are available for:

1. Programs

Programs must be free of charge and **open to the public**. They must be advertised through a wide variety of media. Programs provide opportunities for learning.

2. Business meetings held by community groups

Business meetings do not have to be open to the public. They do not have to be directly associated with the City or the University. Generally, a request to hold a Business meeting in the Library is only approved once each year per each group.

3. University groups or groups affiliated with the City of San Jose

University and City-affiliated groups may use Meeting Rooms for non-recurring business meetings.

Consideration will NOT be given for meetings involving regularly scheduled courses, class meetings or presentations for course credit, student club or chapter meetings, monthly meetings including city and campus departmental meetings, fundraising events, reception-only events, or meetings that charge an admission fee.

People interested in using Meeting Rooms for regular meetings of their organization, group, or club are encouraged to contact their local branch Library for availability. SJSU students are encouraged to contact the Student Union or Associated Students for available campus Meeting Room space.

Library Administration reserves the right to approve or deny requests for room reservations.

There is no charge to use King Library Meeting Rooms.

All programs and meetings must be free of charge. No donations may be solicited. No promotions or sales (services, products, merchandise, or other items) are allowed.

Meetings must be held during the Library's open hours unless prior approval has been given by the Library and University Police.

Meeting Rooms are located on the second floor of King Library.

Room Setups

Room 225: The standard set up is theater style (rows of chairs with an aisle down the middle) which will seat 105 people.

Other options:

- Classroom style (5ft tables with 3 chairs per table behind them, set in rows with an aisle down the middle) will seat 48
- Reception style will hold 215 without any seating or tables other than food/beverage tables
- Buffet Style with 30" x 60" tables and chairs, will seat 60-70

Room 229: The standard set up is a hollow square of tables with chairs (conference style), 49 people.

Other options:

- Classroom style will seat 24
- Theater style will seat 50
- Reception style will hold 50 without any seating
- Buffet Style with 30" x 60" tables and chairs, will seat 35-40

Rooms 225/229 (combined): Standard set up is theater style which will seat 200 people.

Other options:

- Classroom style will seat 72
- Reception style will hold 300 without any seating
- Buffet Style with 30" x 60" tables and chairs, will seat 100
- Banquet style same as Buffet style, except food prep must be done in 255/257 (all four Meeting Rooms must be reserved).

Rooms 255/257: As combined rooms can seat 54 people with the standard set up of Classroom style and the partition open. These rooms are not generally divided into two separate rooms.

Other options:

- Theater style will set up to 80
- Reception style will hold 81 without any seating
- Buffet Style with 30" x 60" tables and chairs, will seat up to 50
- Classroom style will seat 27 (per individual room)

Catering

If catering is desired, [Spartan Shops](#) (408) 924-1756 is the approved caterer. Catering must be requested separately. The Library does not provide this service. No food is to be served in the foyer area outside the Meeting Rooms. By [SJSU campus policy](#), only Spartan Shops can be contracted to open and serve alcohol in the library.

Media Equipment available in Meeting Rooms

Each Meeting Room is equipped with a variety of electronic media that may be requested on the room reservation form; however please note that the Library does not provide computers or laptops. Requests for changes in media requirements must be made with the Meeting Room Coordinator at least one week prior to the meeting.

Rooms 225, 229, and 255/257 have the following capabilities:

- Wired and wireless microphones and ceiling-mounted speakers.
- Assisted listening devices
- Computer data projection and audio, VHS or DVD playback, through a ceiling-mounted front projection system and wall-mounted stereo speakers
- CD or cassette tape playback through wall-mounted stereo speakers
- Wireless, computerized remote-control system

- A front projection screen that may be operated independent of the computerized remote-control system
- Internet access.
- Overhead transparency projector
- A Media services representative will be available to answer questions and support your media request prior to your event start time.

FREQUENTLY ASKED QUESTIONS

How do I Request to Reserve a Meeting Room at King Library?

1. Complete the [Meeting Room Reservation Request Form](#) (Contact the King Library Administration Receptionist at (408) 808-2355 before completing the form to make sure that Meeting Room space is available.) The form includes instructions on where to fax or deliver the form after completing it. Completed forms must be submitted to the Library at least one month prior to the meeting for approval by the Library Co-Managers.
2. When the Meeting Room Coordinator receives the reservation form, she will enter a two-week hold for the requested date(s).
3. Once your request has been approved, you will receive a reservation confirmation. Approval usually takes 1- 2 weeks.
4. If the reservation is to be cancelled, please contact the Meeting Room Coordinator as soon as possible, so that the room may be made available for Library use or other approved meetings and events.

What is the rental fee for Meeting Rooms?

There is no rental fee. Use of the Meeting Rooms in King Library is free.

What are the cancellation rules?

For all cancellations, please contact the Meeting Room Coordinator (SJSU: 808-2011; SJPL 808-2163) at least one week prior to the meeting so that the room may be made available to others.

Can my group reserve a recurring Meeting Room date for an entire year?

No. King Library is committed to providing equitable access to the Library Meeting Rooms for groups and organizations affiliated with the Library, San Jose State University, and the City of San Jose. Due to high demand and internal use, the Library must restrict external use of the rooms to meetings, programs, and events in support of the Library's mission to provide opportunities for learning. Generally, business meetings held by community groups not directly associated with the City or the university are approved for room reservations only once each year.

How far in advance may I reserve a room for a one-time event?

Groups may reserve a Meeting Room up to six months in advance of the event.

Can I see the rooms before I make a reservation request?

Yes. Tours are by appointment only. Contact the Meeting Room Coordinator (408) 808-2011 to make an appointment.

What are the Library's security requirements during my event?

In general, no additional security staffing is needed for events held during the regular open hours of King Library. For special events or meetings held before or after regular Library hours, please make arrangements with the University Police Department (UPD) at 924-2230. You will be required to submit a Special Event Request Form/Event Summary Form (SERF) and pay the cost for providing security.

If my event requires Security, what do I need to know?

Special Event Request Form/Event Summary (SERF) – This form must be completed by a person responsible for the payment of fees for the event security. It is critical that all appropriate information be provided on the SERF. Billing/payment information must be complete and accurate. Departments must list the account number to be charged. Student groups must list the ASBO account or purchase order number to be billed. A billing address must be listed.

SPONSOR GROUP RESPONSIBILITIES

The event sponsor must identify a single person to be in charge of the sponsoring group's responsibilities and act as the sponsor group supervisor (SGS). This person will be the point of contact for the Officer in Charge (OIC) and will maintain supervision of all student security and maintain liaison with the site supervisor.

Arranging Security – The University Police Department (UPD) will review and recommend the level of security required based on expected attendance, geographic areas of advertisement, presence of alcohol, event history, other campus and events during the same time period, time of the event, location or site of the event and duration of the event. For more information contact University Police at 924-2230.

Charges – The following rates reflect estimated costs for services, note that actual costs may vary.

\$60.00 per hour, per officer.

\$20.00 per hour, per police student assistant.

3 hour minimum charge per officer/student assistant.

A penalty fee of 25% will be added to all events that file their SERF with the University Police less than 14 days prior to the date of the event. No charges are made for the administrative time involved in planning and arranging security.

Attendance – The expected attendance listed on the SERF is used to determine the level of staffing that will be provided to the event. It is important that due consideration be given to an accurate prediction of the attendance level. The OIC has authority to limit attendance to the expected level or waive the limit and set a new limit contingent on the arrival of additional officers to assist with security for the larger attendance level.

Alcohol – Alcoholic beverages will only be allowed at events when properly licensed, dispensed and controlled in accordance with state laws and the San Jose State Presidential Directive Regarding Use of Buildings and Grounds. Failure to properly check identification of drinkers or violations of licensing requirements may result in the issuance of a citation, arrest of violators and/or closure of the event. Any anticipated use of alcoholic beverages must be listed on the SERF.

Guest Lists – It will be the responsibility of the SGS to appoint a person to be responsible to monitor admittance by a guest list. The person appointed must have full authority to make such decisions and must remain accessible at the event entry point.

Timelines – The times listed for the event are used in making staffing decisions for the event and are expected to be accurate. Additional time may be charged beyond the actual event times to allow for pre-event briefing, post event activities, time expended investigating crimes/incidents, and writing reports associated with the event.

Closing time – The listed end time for the event is expected to be met. Any changes in the end time must be negotiated with, and agreed to by the OIC and the library building manager. Any extension of the end time will be contingent upon the capability of maintaining an acceptable level of public safety at the site during the extended period.

Clearing – The event will not be considered ended until the crowd has been disbursed from the area, all clean up is concluded, and all people have left the building.

The SERF form can be submitted in the following ways: [..\Security\SERF form.pdf](#)

Delivered to: Events Coordinator, Dr. Martin Luther King Library, 4th floor Administration. (408)808-2011

By FAX: (408) 808-2020 **Attention: SPECIAL EVENTS/Events Coordinator**

Does the Library have round tables?

No. The Library provides oblong tables (5 ft x 2.5 ft.) and armless wood/metal chairs. Round tables, cocktail tables with stools, padded chairs, table cloths, etc. may be ordered through Spartan Catering at a cost to the group sponsoring the event/meeting.

What are the options for how the tables and chairs are arranged?

There are standard set-ups for each room or combined room. Typically the standard set up must be used to allow more flexibility for other groups using the rooms during the same day. (The Library does not have staff available to change room set-ups during the day.) However, you can request an optional setup when you are making your room reservation. Any changes in room setup from the original approved request must be made at least one week in advance of the meeting and approved by the Meeting Room Coordinator. Library exhibits, furniture, or other Library equipment may not be moved by your group without prior approval of the Meeting Room Coordinator.

Does the Library have platforms or spot lights?

No. The Meeting Rooms do not have platforms, staging equipment, curtains, specialized lighting or spotlights.

What does the Library provide?

Each Meeting Room is equipped with electronic media that may be requested on the room reservation form. The Library does not provide computers or laptops for meetings or presentations. Requests for changes in media must be made with the Meeting Room Coordinator (SJSU 808-2011; SJPL 808-2163) at least one week in advance of the meeting. A media technician will show you how to use the media equipment in the room. Minimal media support is available during the meeting.

What doesn't the Library provide?

1. The Library does not provide computers or laptops.
2. The Library does not provide flip charts, markers or white boards or easels.
3. The Library does not provide security for personal items or business equipment left in the meeting rooms. Please contact the Library Lost and Found at the "Welcome Desk" on the main floor of the library for lost items.
4. The Library does not provide storage space for equipment, art or meeting supplies.
5. The Library does not provide cleaning or staff to rearrange furniture
6. The Library does not provide media staff to be in the room throughout your meeting

What do I need to know about connecting my laptop to the Library's Projection System?

Clients must provide their own laptops for use with the projection systems in the meeting rooms. To access the wired public network in the rooms, a client's laptop must be able to use DHCP obtain an IP address dynamically. To change the laptop's network settings, the client must have administrator access (i.e. "admin password"). Clients with laptops configured to work on a non-DHCP network will not work with the public network in the meeting rooms. If the client does not have administrator access to change the laptop's network settings, no one in the library will be able to make the client's laptop connect to the network.

Apple Laptops with Nonstandard Video Output Ports

Many Apple laptops have non-standard video output ports, such as DVI or mini-DVI. The video connection cable supplied with the meeting room projection systems has a standard VGA connector. Clients with Apple laptops should be advised to bring any video connection adapters that came with the laptop.

Is Wireless Access to the Internet Available?

Anyone wishing to connect wirelessly to the Internet must have a library card, or a guest account. Arrangements must be made in advance for obtaining a guest account as this is not handled by staff in the library. Please note this on your reservation form and discuss with the Meeting Room Coordinator. Additional Information is available at: http://www.sjsu.edu/networking/wireless/wireless_guest

Can the Library support Videocoferences?

No. Videoconferencing and Webcasts are not services supported in the King Library's public meeting spaces at this time. The public network connection speed may be insufficient for satisfactory performance of Internet-based telephony services such as Skype.

Can the Library support Telephone Service and Audio Conferences?

University Computing and Telecommunications (UCAT) is responsible for all requests and support related to telephones or telephone lines.

Rooms 225 and 255 have campus-only phones. These phones:

- Do not dial numbers other than those of the SJSU campus.
- Do not have speakers.

Room 229 (when separate from 225) does not have a phone.

Arrangements for other phones and/or outside phone lines must be made through UCAT. Charges may apply. Clients should be prepared with contact information for UCAT to obtain support before and during an event.

The public network connection speed may be insufficient for satisfactory performance of Internet-based telephony services such as Skype.

Can the Library support Audio Recording (aka “Line Out” or “Line Feed”)

The audio systems in the King Library Meeting Rooms do not have a direct connection for an outside client (e.g. news organization) to record the sound being amplified by the in-house audio system. Persons wishing to make recordings must provide their own microphones and recording devices.

Describe the Wireless Microphones provided by the Library.

Each of the individual second-floor meeting rooms is equipped with one wireless microphone receiver. A receiver works with only one microphone at a time. When separable rooms are combined (i.e. the partition is open) to create one large room (e.g. 255/229 or 255/257) a maximum of two wireless microphones can be used at a time.

Can I post directional signage to guide people to our Meeting Rooms?

King Library does not provide directional signage. The meeting host may place free standing signs in the following areas only: 1st floor between the escalators; 2nd floor at the top of the escalators along the wall and near the double glass doors. Signage may not block exhibits or displays in the exhibit area.

Signs will be posted by the Library for your meeting at the entrance to the room, and your meeting will be listed in a daily schedule posted on the Today's Meetings kiosks located in the 2nd floor exhibit and display area. Large meetings or events will be publicized on the King Library website and on the LCD screens on the 1st floor.

Is Parking Available?

Convenient parking is available at the Fourth Street Garage across from the Library on E. San Fernando Street and 4th. Fees are subject to change. Check out [other parking options](#) or call (408) 535-3850

Monday - Friday before 6 p.m.	\$0.75 for 20 minutes, \$15 maximum.
Evenings after 6 p.m.	1st hour free; \$3 flat rate applies after 6 pm, 7 nights a week.
Saturday, Sunday, Holidays before 6 pm	Free

Is there a place to lock up bicycles?

Yes. Bike racks are located on South Fourth St. near E. San Fernando Street.

General Meeting Room Guidelines

- Requestors should bring with them their confirmation notice.
- Meeting Rooms must be left clean with the furniture in its original setup.
- All catering/food will be provided by Spartan Shops.
- Nothing may be hung, taped, or attached to the walls, doors, and podiums.
- Flip charts, markers or white boards are not provided by the Library.
- Meetings are to be held during the Library's public hours. Exceptions to this may be approved subject to co-manager approval and availability of extra Library security, subject to the estimated overtime rate of \$60 per hour being paid to the University Police Department through the Library Security Manager at (408) 808-2481 in advance.
- Responsibility for reimbursing the King Library for any damages or missing equipment resulting from the meeting or event lies with the requestor. Liability insurance coverage (through Driver-Alliant) may be required for certain meetings and events.
- Responsibility falls upon the requestor or the representative of the requesting organization to make certain the group is aware of, and abides by Library regulations. Failure to do so may result in denial of future room reservation requests.
- The foyer space is Library space and is not considered a part of the Meeting Rooms. Exceptions for a registration table outside the Meeting Room door may be made on a case-by-case basis if such a setup does not pose any egress

problems or non-compliance with the Americans with Disabilities Act (ADA). No food is allowed to be served or stored in the foyer area.

- The Library reserves the right to change room assignments as deemed necessary. The requestor will be notified of any such changes as soon as possible. In the event that cancellation by the Library is necessary, every reasonable effort will be made to notify the applicant within 48 hours. The Library is not responsible for any damages if it has to cancel use of the room or cannot fulfill its promise to have the room available.
- Signs will be posted by the Library for the meeting at the entrance to the Meeting Room. Large meetings or events (e.g., author readings) will be publicized on the King Library website LCD Screens located at both Library entrances. It is the responsibility of the requestor to submit to the Meeting Room Coordinator the information regarding the event two weeks prior to the date. NOTE: Event Posting forms can be found on the SJLibrary.org website under "Meeting Rooms King."
- 2 signs (8 1/2 inches by 11 inches) may be posted on stanchions that the Requestor provides, just prior to the event.
- It is the responsibility of Requestor to ensure that their group members comply with the Library's policies and building's fire codes. Candles, lanterns, oil lamps, non-secured balloons are not allowed in the Library.
- Maximum room capacities are set by the Fire Marshall and may not be exceeded. If the program draws more people than the room's maximum capacity, the Requestor is responsible to turn people away. The Meeting Room Coordinator, UPD and the Fire Department have final authority regarding compliance issues.
- The Library is not responsible for personal items or business equipment brought into the building or left in the Meeting Rooms throughout the day.
- Meeting Rooms may be locked when you arrive. If this should happen, please contact the Administration office at (408) 808-2355 weekdays during business hours; after hours and on weekends contact Security at 808-2635. Someone will respond as soon as possible.
- Advance notice must be given if meeting materials or equipment are being delivered to the Library for meetings. (Note: the Library loading dock is ONLY available Monday thru Friday 9:30-11:30, 1:30 – 3:00 pm and Saturday from 1:30-3:00 pm) with advanced notice and approval.)
- The Library does not store meeting materials or equipment prior, during or after meeting dates.
- Live music is not allowed in the Meeting Rooms or Meeting Room foyer.
- The Library reserves the right to review each prospective use and determine whether or not that use falls within the King Library Meeting Room guidelines. Use of the Library may be terminated at any time if the conduct of the group or any member of the group is disruptive to Library service, or in violation of the King Library Customer Conduct Policy. All activities and programs conducted in the Library are subject to these general rules and regulations.
- The Meeting Rooms of King Library are accessible to people with disabilities in accordance with the Americans with Disabilities Act.
- King Library does not discriminate on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation. The use of any of the Library facilities by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library, University or City of San Jose.

Policies

King Library Customer Conduct policy at <http://www.sjLibrary.org/legal/policies.htm>, regarding other Customer Conduct guidelines.

Policies on Library Meeting Rooms Use: Meeting Room Overview, Meeting Room Business/Public Use (King Library), Meeting Rooms Internal Use, Meeting Rooms 5th floor.

Policy on Serving Alcohol at http://www.spartanshops.sjsu.edu/catering/alcohol_policyOL.pdf

Approved by L. Budd, Candice McGee

Date: 10/15/2010