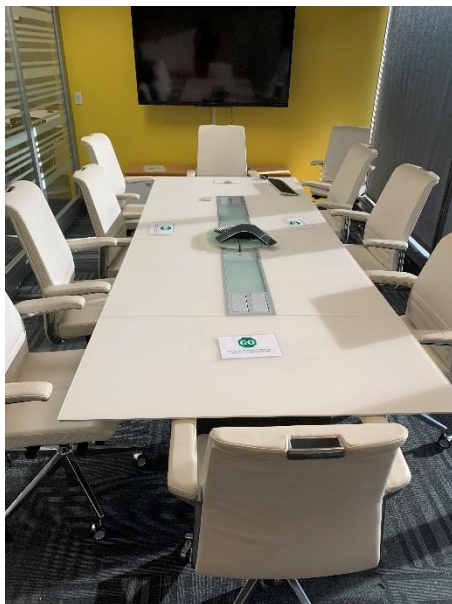


Thank you for reserving space with The Exchange. **Please note the following responsibilities:**

- **Actions Required for Business Hours Events:** For events that take place in The Exchange common area during business hours, 8:00 a.m. – 4:30 p.m. Monday-Friday, please be courteous and keep noise to a minimum as this is our work environment. Please use the portable room divider to partition off your meeting, for privacy and decreased distractions, as The Exchange team continues to greet students at our reception desk and meet with students in our offices.
- **Actions Required for after Hours Events:** For events taking place in The Exchange common area outside of our 8:00 a.m. – 4:30 p.m. weekday hours, the event contact must see library circulation staff to be let into our space. Also remember to turn off lights and to ask the library staff to lock up after the event is concluded.
- If you have a guest presenter, please plan to arrive early to greet him/her and to set up the space and technology accordingly. See attached for images of The Exchange space as it is ordinarily arranged. **It is set up this way by default and should be returned to this order upon the conclusion of your meeting/event.**
- You may use/arrange the rolling tables and chairs for your event if you are using our main space, and also our TV screen for presentations. We suggest arriving for your event in time to arrange the tables and chairs to meet your needs, and to ensure technology is functioning. You hold responsibility for both setting up and returning the space to its default arrangement at the end of your meeting/event. **Considering there are often many events each day in The Exchange, it is important to also keep the space clean and free of trash, crumbs, etc. For any setup or housekeeping needs, please contact campus ops, and make sure you have reserved The Exchange with enough time to ensure setup and teardown of your event if necessary. If ARAMARK catering is involved, please ensure the catering staff knows to pick up their equipment, etc. in a timely manner as soon as your event is ended.**
- Any catering or additional set-up or technology needs must be requested through campus catering, operations, or IT, respectively.

Please contact The Exchange if you have any questions about the space. We encourage you to review the following pictures of the office setup and/or evaluate the area in person to see if the space is agreeable for your event.



*Large conference room seats- 4*



*Small conference room seat -2*

### Default Setup- Seats 10



\*Please return to this setup after your event.

### Presentation Setup- Seats 15



The portable wall should be used for privacy during presentations in the main space.



Please sanitize when chairs and tables when you are finished. The sanitizing spray and wipes are located on the table near the main doors.

