How do I reserve the Pleasants Assembly Room?

Reserve the Pleasants Assembly room by completing the Pleasants Room Request Form at [http://library.unc.edu/wilson/about/visit/](http://library.unc.edu/wilson/about/visit/) or by email lewise@email.unc.edu or calling the Wilson Library Special Collections - Business Services Coordinator at 962-0114.

How do I cancel my reservation?

To cancel a reservation, send an email to lewise@email.unc.edu. Please see the question “Is there a charge for the room” for more detail about possible fees associated with cancellations.

How many people does the room hold?

The seating capacity is 120. With standing room, the maximum capacity is 150.

We are having a presentation. Do I need to bring a computer?

No. There is a PC in the room. If you want to bring a Mac please bring the appropriate adapter.

What type of audio-visual equipment is available?

Reference the Pleasants guidelines

Is there someone that can help me with the audio-visual equipment?

Yes, the Business Services Coordinator. Schedule an appointment prior to the event by calling 962-0114 or email lewise@email.unc.edu. Also reference the Multimedia Classroom guide.

Is food and drink allowed?

Yes. Food and drink are allowed in the room and in the lobby. Please state specifics on the reservation request form. Special care should be taken to minimize spillage. All trash should be removed from the room at the end of event.

Where should we put trash?

There are 2 large burgundy trashcans in the Pleasants room closet. These can be pulled into the Pleasants room if necessary.

Can the room be re-arranged to accommodate my program needs?

Yes. Furniture can be moved, but must be put back in its original location when the event is over. Your group is responsible for setting the room up and putting it back to the original set up. Reference the Pleasants Guidelines for correct furniture placement.
Are there tables available?

Yes. There are approximately 15 - 6ft. folding tables that are stored in the Pleasants room closet. These should be returned to the closet after use. We also have 8 ft tables. These must be requested in advance on the reservation request form.

My event starts at 8:00 a.m. Can I get in the room prior to 8:00?

Call 962-0114 to make arrangements, or state this on the reservation request form.

Is there a charge for the room?

**IMPORTANT NEW INFORMATION REGARDING PLEASANT ROOM FEES THAT WILL BE IMPLEMENTED FOR EVENTS SCHEDULED TO TAKE PLACE ON OR AFTER 7/1/2013.**

We do not charge any room use fee. However, events scheduled outside of normal business hours may incur event supervision fees and public safety fees. The room is generally available from 8:00am to 5:00pm weekdays, 9:00am to 1:00pm on Saturday, and 1:00pm to 5:00pm on Sunday.

*Event supervision*: All events scheduled outside of normal business hours require the presence of at least one library employee. We charge $19 per hour for event supervision, with a minimum of one hour.

The Library reserves the right to determine if the complexity of your event requires more than one library employee.

*Public Safety*: All events scheduled outside of normal business hours require the presence of a Dept. of Public Safety security guard in the building. The rate we charge is equal to the rate we pay DPS for the provision of a security guard. For 2013/14, the hourly rate is $14.25, with a minimum of one hour. Events that require security need to be scheduled at least four weeks in advance. The Library will be responsible for scheduling the security guard.

If you cancel in less than 72 hours prior to your event, you may be charged for the minimum security guard fees if we are unable to cancel in time with DPS.

Please note that the charge for a security guard is in addition to the charge for event supervision.

How far in advance can I make a reservation?

Departments can reserve the room 1 year in advance. This does not apply to Library departments.

Can students reserve the Pleasants room?

No. The room can only be reserved by UNC faculty or staff.
Do you provide tablecloths?

No

Where is the handicapped entrance?

The handicapped entrance is located on the east side of the building next to the Undergraduate library. Take the elevator to the second floor.

Is parking available?

Visit http://www.dps.unc.edu/Parking/visitor/visitor.cfm for parking information

Can we put up decorations?

No. Nothing should be attached to the walls or ceiling

Does the room have wireless access?

Yes.

Do you have equipment to accommodate a panel discussion?

Yes. Additional microphones can be requested during the reservation process.

Do you provide Security Guards?

The Library does not provide security guards to be on site at your event. However, a security guard will be required for general building security for approved events occurring outside specified hours. Please see the question: “Is there a charge for the room?”