



Carlson Library Conference Room & Classroom Reservation Policies

Carlson Library has open conference rooms and classrooms available to be reserved by University of Toledo faculty, staff, or student organizations. These rooms are:

- CL 1005 Main Event Room
- CL 1035 Computer Lab
- CL 2003 Student Organization Room
- CL 2024 Dorothy Price Model Classroom
- CL 3027 Open Conference Room

There are additional rooms that may be reserved when scheduling permits.

- CL 1005A Conference Room
- CL 1009 Conference Room
- CL 1025 Classroom Lab
- CL 1027 Classroom Lab

Patrons must have a valid library record in good standing to reserve a room (i.e. no excessive fines or blocks). Users must also follow the library's policies:

- Please be respectful of others and be mindful of your noise level.
- Please make sure all drinks have lids.
- Please clean up before you leave the room.
- Leaving personal property in the room will not "hold" the room. The library is not responsible for items left unattended.
- If policies are not followed, the library maintains the right to ask groups to leave.

Reservation Information

- Reservations must be submitted via online reservation request.
- Reoccurring reservations may be made for a singular semester.
 - Resubmission for additional semesters is required.
- Reservations for the current day may be arranged from Monday – Friday until 5pm by contacting libraryreservations@utoledo.edu
 - Same day reservations are not guaranteed if room is vacant.
 - Must receive confirmation to accept reservation.
- Drop-in reservations cannot be accommodated at this time.

For more information about this room, reservation policies, and how to reserve it, visit our website at <http://www.utoledo.edu/library/webforms/roomres.html>.

Questions can be directed to libraryreservations@utoledo.edu

University Libraries

Carlson Library • 419.530.2324 • AskIt@utoledo.edu
Mulford Library • 419.383.4225 • MulfordReference@utoledo.edu
Canaday Center • 419.530.4480 • CanadayCenter@utoledo.edu
utoledo.edu/library

Reservation Room Details

CL 1005: Main Event Room

- Available for reservation to University of Toledo faculty and staff
- Priority given to University Libraries faculty and staff
- Can accommodate 60 - 80
- Instructors station, laptop and projector
- Kits including HDMI and VGA cables, and clicker, can be checked out at Circulation Desk
- Lectern available by request
- Seating/Furniture arrangement must be clarified when reserving

CL 1005A: Conference Room

- Available for reservation to University Libraries faculty and staff (special requests directed to libraryreservation@utoledo.edu)
- Can accommodate 12 at central table
- Instructors station, laptop and projector
- Speaker phone available for conference calls
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 1009: Open Conference Room

- Available for reservation to University of Toledo faculty and staff
- Priority given to University Libraries faculty and staff
- Can accommodate 14 at central table
- Instructors station, laptop and monitor
- Speaker phone available for conference calls
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 1025: Classroom Lab

- Available for reservation to University Libraries faculty and staff
- 26 computer stations
- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 1027: Classroom Lab

- Available for reservation to University Libraries faculty and staff
- 26 computer stations
- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 1035: Classroom Lab

- Available for reservation to University of Toledo faculty and staff
- 20 desktop seats
- Instructors station, audio hookup, desktop and projector, mounted whiteboards
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 2003: Student Organization Room

- Available for reservation by student organizations only
 - This room may not be used for group work or group study
- Can accommodate 12; 8 at central table, 4 at side table
- Reservations are limited to 3 hours per day per organization
- Large wall-mounted monitor with HDMI and VGA inputs and a laptop, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 2024: Dorothy Price Model Classroom

- Available for reservation to University of Toledo faculty and staff
- Can accommodate 24 seated around central table (34 with additional seating along wall)
- Instructors station, laptop and projector, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk

CL 3027: Open Conference Room

- Available for reservation to University of Toledo faculty and staff
- Can accommodate 10 at central table
- Instructors station with media, laptop and projector, mounted whiteboard
- Kits including HDMI and VGA cables, clicker, and dry erase markers can be checked out at Circulation Desk