

Elisabeth C. Miller Library - Program Room (Merrill #109)
University of Washington Botanic Gardens
Reservation and Usage Policy

The Miller Library program room – a gift from the Miller Charitable Foundation – is for the use of library programs and displays, and as preparation space for library events.

At other times the program room is available for the use of current students, staff and faculty of the UW Botanic Gardens on an hourly sign-up basis, but **preference is given to student groups**.

- During library open hours, the program room is only available to groups affiliated with the UW Botanic Gardens or groups **using library collections**.
- To inquire about renting other meeting space at the Center for Urban Horticulture, or to rent the program room outside of library open hours, contact UW Botanic Gardens Facilities (206-221-2500; uwbgfac@uw.edu).
- Bookings are limited to a 4-hour block and must be entered on the calendar. Please include name and contact information (phone or e-mail).
- Reservations are on a first-come, first-served basis. All room usage should be noted on the calendar.
- Reservations can be made only for the current month and the next month. Limit bookings to one a month.
- This is a self-service room. Food and drink are OK, but must be cleaned up. No alcohol is allowed. Both doors must be closed upon departure.
- Groups are held responsible for any damages incurred. Furniture in the room may be moved as needed, but there are no additional chairs or tables available from the library. Maximum capacity: 24.
- Library sponsored programs may very occasionally need to bump a pre-existing reservation. If this is necessary, the group will be notified at least two weeks in advance and library staff will try to find an alternate space.
- Library staff may occasionally need to access the calendar or items stored in the room during an on-going meeting. We promise that the interruption will be brief.
- To cancel a reservation, call the library at 206-543-0415. If a reservation is not claimed by 30 minutes after its scheduled beginning, it will be canceled and the room will be considered available as needed.
- Requests for exceptions to any of the above must be made to the Library Manager, Brian Thompson, at bthomp@uw.edu.