



MxCC Learning Commons

Guidelines for Scheduling Pegasus Green

Pegasus Green is intended for academic use by MxCC faculty, students, and staff and may be booked in advance by contacting the Jean Burr Smith Library at 860.343.5830, mx-library@mxcc.edu. Space availability and room features may be found by logging into the college's Event Management System at syswebsweb.sys.comnet.edu/VirtualEMS/

Reservation Guidelines

Think 2-2-2: individuals may make up to two (2) reservations per week, for groups of two (2) or more, for up to two (2) hours.

Exceptions: Reservations for Rooms 708A & B may be made for one person.

Individuals may use Pegasus Green if the rooms are not previously booked.

Special consideration for classes lasting longer than two hours will be made.

After checking with the Library main desk, if the room has not been booked after the two hours, groups may stay longer.

Reservations may be made *up to one month* in advance. Unneeded reservations should be canceled as soon as possible by contacting the Library staff.

No classes or events will be scheduled by the library staff on an ongoing (recurring) basis. (Room scheduling for academic classes is coordinated by the department secretaries and the registrar.)

First priority for room reservations and use is given to instructional activities. If space is needed for the same day and time by more than one instructional event, the "first come, first served" rule applies.

When requesting Rooms 709 A & B, remember that you will need to bring your own device.

Usage Guidelines

- Individuals who wish to teach in the space should be familiar with the technology.
- If you plan on videotaping your event, please ensure that all participants complete a "Grant of Right to Use Name and Photograph Media Release of Liability" form found in the meeting rooms. Forms should be retained by the individual in charge of the session.
- Please do not keep your event over the time you have scheduled (unless you have confirmed that there is no event following yours). If necessary, allow for a little extra time before and after your class when booking.
- Groups are expected to leave each space as they found it: computers logged off, furniture straightened, whiteboards erased, materials removed, etc. Rooms will be checked after each event.
- Report any malfunctioning equipment to the Library staff.
- Light, neat snacks and covered beverages within reason are okay. No meals.
- Groups are expected to comply with the Board of Regents' Policies on Acceptable Use of Technology, Electronic Community, and Information Security found [here](#).