

## TTU Libraries Event Space Room Policy

The University Libraries event spaces, which include conference room 309 and Croslin Room, are designed for programs open to TTU students, faculty, and staff that support learning opportunities and engagement. The use of space shall be consistent with the educational mission of the University, the Libraries, and with the general nature of the facility. The Event Space Room Policy apply to the temporary use of the rooms when they are made available for meetings, activities, workshops, and events sponsored or co-sponsored by the Libraries. The Libraries' Event Coordinator and/or Dean of Libraries reserve the right to alter or amend this Policy. The Dean of Libraries or a designee shall determine all matters not expressly covered by this Policy.

### General guidelines:

- Events in the main University Library will normally be scheduled Monday through Friday between the hours of 8 a.m. and 5 p.m.
  - Exceptions outside these hours will be considered on a case-by-case basis.
  - In addition, event scheduling may be limited during midterms, finals, or other circumstances that might disrupt our Libraries' patrons or due to limited facility equipment (limited number of tables and chairs available, etc.)
- The group sponsoring the event is liable for any damage to Libraries' equipment and furnishings beyond normal wear and tear.
- Setup takes into account ADA and fire code restrictions. Therefore, once your event is set up, the **furniture may not be moved**.
  - Any furniture damaged during an event may incur a charge for replacement.
- Event will be set up 2 hours in advance of actual start time.
- No decorations may be taped, tacked, stapled, nailed, or glued to any surfaces without approval from the Libraries Event Coordinator prior to event.
- No open flames are permitted.
- All TTU Libraries are smoke-free buildings.
- Please ensure that your event ends on time and that all attendees have cleared the space when the event is over. This allows time for Libraries' staff to set up the next event.
- The Libraries are not responsible for any lost, stolen, or damaged property belonging to users of their facilities.

### Food and Drink

- Food and drink are permitted but it is the responsibility of the event sponsor to make their own catering arrangements. Exceptions are Library-sponsored events which are coordinated by the Libraries' Event Coordinator.
- Serving of alcohol must be approved in advance by the Dean of Libraries for non-Libraries organizations or departments. Alcohol use must be in accordance with TTU OP 72.05: Expenditures for Official Functions, Business Meetings, and Entertainment. Representatives of the sponsoring organization are responsible for seeing that no person under the age of 21 possesses or consumes alcohol at the event.
- All food and drink must be disposed of properly by the end of the event and the room returned to its original condition.

**Parking**

- Sponsoring organizers are responsible for making their own parking arrangements at <http://www.parking.ttu.edu>.
- Parking for Library-sponsored events will be handled by the Libraries' Event Coordinator.

**Miscellaneous**

- Changes to the setup or technology can be made up to 48 hours in advance of your event.
- You will be contacted within 48 hours of your event for final approval of setup and technology.
- Cancellations must be made at least 24 hours in advance of the event. To cancel, email the Libraries' Event Coordinator ([krystal.baker@ttu.edu](mailto:krystal.baker@ttu.edu) ) or call 806-834-4317.
  - If Croslin Room cancellations are not received in advance and event is a no show, there may be a charge incurred as a media specialist is required for those rooms.

**Acknowledgement:**

I have received the Event Space and Room Policy, and I understand that it is my responsibility to read and comply with the policies contained in this document.

Requestor's Signature

\_\_\_\_\_   
Date

Requestor's Name (Print)

\_\_\_\_\_   
Department or Organization

Library Sponsor's Name