General Reservation Policies for Coe Library Meeting Space

**Purpose and Order of Precedence:** The primary purpose of the University of Wyoming Libraries is to provide collections, services and study space for students, faculty and staff. Requests for use of library facilities for meetings, lectures, seminars and conferences sponsored by campus departments or outside groups will be considered on an individual basis and are subject to approval by Libraries Administration. Coe Library building occupants have priority over non-building occupants, UW affiliated groups have priority over non-UW groups; other groups and organizations may use our space only with approval from the Dean of Libraries.

This document is the policy for Coe Library Meeting Space. Group study and viewing rooms are governed by this policy: [http://www-lib.uwyo.edu/services/groupstudyrm.cfm](http://www-lib.uwyo.edu/services/groupstudyrm.cfm) Classroom and consultation rooms are governed by this policy: [http://www-lib.uwyo.edu/services/classroom_policy.cfm](http://www-lib.uwyo.edu/services/classroom_policy.cfm) Conferences utilizing rooms from different policy areas will be coordinated by Libraries’ Administration.

General Guidelines for use:

1. There are no spaces in Coe Library available for regularly scheduled classes or group study purposes.

2. To use the meeting rooms, the person responsible for the group must complete an application. Applications are used to ensure that groups comply with library policies. UW Libraries reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies. An application must be submitted to be reviewed before reservations will be confirmed.

3. Use of the meeting rooms must adhere to general use policies as defined in UW Regulation 2-178 Use of University Buildings, Grounds and Services [http://www.uwyo.edu/generalcounsel/_files/docs/UW-Reg-2-178.pdf](http://www.uwyo.edu/generalcounsel/_files/docs/UW-Reg-2-178.pdf)

UW Libraries does not provide technical assistance unless reserved in advance, and does not provide assistance moving furniture.

**Set-Up:** Groups using library space may rearrange furniture, but must return the area to its original arrangement. Library personnel are not available to move furniture. If outside chairs/tables are to be brought in, the Libraries must be notified in advance. The delivery will be directed to the general area, but set-up and tear down is the responsibility of the event sponsors.

**Food/Drink:** The Libraries must be notified in writing if food/drink is being planned for an event. Since the Libraries are university facilities, University Catering should be given first consideration ([http://uwadmnweb.uwyo.edu/reslife-dining/Catering/default.htm](http://uwadmnweb.uwyo.edu/reslife-dining/Catering/default.htm)). Generally, alcohol is not permitted at public events within the Libraries so please consult Library Administration before making arrangements with a caterer. [http://www.uwyo.edu/administration/uw-policies/alcohol-on-campus.html](http://www.uwyo.edu/administration/uw-policies/alcohol-on-campus.html) governs alcohol on campus and permission must be applied for through Central Scheduling ([http://www.uwyo.edu/centralscheduling/](http://www.uwyo.edu/centralscheduling/)) The Libraries will define the area inside which food and drink must be contained. No refrigeration, heating, serving or clean-up equipment will be provided by the Libraries.

**Cleaning:** In the event of damage or cleaning costs beyond normal UW janitorial service, the Libraries reserve the right to charge a fee.

**Parking:** Plans for event parking are the responsibility of the event sponsors.

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Publicity: Copies of all publicity for events to be held in the UW Libraries should be made available to the Office of the Dean of Libraries.

Non-Working Hours Availability: Requests outside of Library Administration normal working hours must be approved by the Dean of Libraries, and will require payment for associated staff. Any requests for use for events that fall outside of normal working hours must be organized and controlled by Libraries Administration. Library departments are responsible for the events they coordinate; if an event is reserved prior to service hours being set, they must check to see if their event needs to run through to Administration. There will be a minimum $100 fee for event staff and most events will require two library representatives. Access Services is responsible for security sweeps, or will create a checklist for security sweeps.

Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the University Of Wyoming Code Of Conduct, meeting room policy or other relevant library policy or the needs and the functions of the library.