

Texas Woman's University

Library Policy Manual

Policy Name: Blagg-Huey Living Room Usage (Denton)

Last Library Review: September 2022

Next Library Review: September 2023

Purpose: To establish guidelines for using/reserving the Blagg Huey Library Living Room at Texas Woman's University. This policy covers only this space.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions:

Living Room (#131, #132) – large room (including display area) used for special events;

Policy:

1. Primary usage is reserved for TWU events for the students, faculty, and staff of TWU.
2. TWU Library events are given priority in using the room.
3. The room can also be used to meet general informational, educational, cultural, and civic purposes which includes
 - a. Library sponsored or co-sponsored events;
 - b. TWU Administrative, Divisional, and Departmental events and programs;
 - c. TWU sponsored events and programs;
 - d. TWU student organizations for civic, cultural, educational, and informational events and programs;
4. The room is only available when the Blagg-Huey Library is open.
5. The Library reserves the right to deny scheduling events during peak study (midterms and finals) and instruction times.
6. Usage must be pre-arranged through the Library Manager of Events and External Relations (940-898-3731).
7. If the event is cancelled, notify the Manager of Events and External Relations (940-898-3731) or the Library Administrative Office (940-898-3746) as soon as possible.
8. Maximum room capacity is 150.
9. Event setup must be approved by Risk Management if tables are to be used for over 100 attendees.
10. The event organizer has overall responsibility for the room, food, activities, equipment, and furnishings while occupied.
11. Food and drink must be brought in or catered only and alcoholic beverages are not allowed;
12. Upon departure, the room must be clear of food, drink, trash and the tables and surfaces must be wiped clean.

13. The event organizer is responsible for moving furniture, setting up tables, obtaining chairs, arranging for the AV needs for an event, and providing meeting tablecloths, centerpieces, food, and programs or handouts.
14. Technology is available in the room but its use must be requested when the reservation is made.
15. A library podium is available for use within the Blagg-Huey Library.
16. The event organizer will be responsible for any repairs or replacements needed as a result of the group's meeting.
17. Noise should be kept to a minimum so that library users are not disturbed while working.
18. Decorating is not permitted and nothing can be affixed to the walls, columns, or windows.
19. Event organizers and delivery personnel can only enter the building during regular library hours.
20. Setup time should be arranged in advance of the event.
21. Once the setup is in place, the library will place a sign near the area to announce that an event will be taking place.
22. The Library is not responsible for any items left in the room.
23. The room must be returned to the condition it was in prior to the event.
24. If extra tables and chairs are delivered, the event organizer must arrange to have these items removed immediately after the event. They should be put out of the way so that they are not a safety hazard or compromise the library's building and collections.
25. The library cannot store tables, chairs, or equipment for the event.
26. Noncompliance in following these procedures will result in denied use of the room by the organization in the future.
27. TWU is a non-smoking campus.
28. All applicable TWU policies must be followed while using Library space.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.