

Policy Name:	Joyce Thompson Lecture Hall Usage
Policy Number:	N/A
Next Review TWU:	N/A
Last Library Review:	January 2018
Next Library Review:	January 2019

Purpose: To establish guidelines for using/reserving the Library's Joyce Thompson Lecture Hall in the Blagg-Huey Library of Texas Woman's University. This policy covers only this space.

Definitions:

***Joyce Thompson Lecture Hall (#101)** – large room used for library instruction, training, and special events;*

Policy:

1. Primary usage is reserved for library instruction and training for the students, faculty, and staff of TWU.
2. Library staff training and staff meetings 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 activities;
 - b. TWU Administrative, Divisional, and Departmental meetings and programs;
 - c. TWU sponsored activities and programs;
 - d. TWU student organizations for civic, cultural, educational, and informational programs;
4. The room is only available when the Blagg-Huey Library is open.
5. Usage must be pre-arranged through the Library Administrative Office: 940-898-3746
6. If the event is cancelled, notify the Library Administrative Office as soon as possible.
7. Maximum room capacity is 75.
8. The event organizer has overall responsibility for the room, food, activities, equipment, and furnishings while occupied.
9. Food and drink must be brought in or catered only and alcoholic beverages are not allowed;
10. Upon departure, the room must be clear of food, drink, trash and the tables and surfaces must be wiped clean.
11. The event organizer is responsible for moving furniture, arranging for the install of software for an event, and providing meeting handouts.
12. Technology is available in the room but its use must be requested when the reservation is made.
13. The event organizer will be responsible for any repairs or replacements needed as a result of the group's meeting.
14. Noise should be kept to a minimum so that library users are not disturbed while working.
15. Decorating is not permitted and nothing can be affixed to the walls or windows.
16. Event organizers and delivery personnel can only enter the building during regular library hours.
17. The Library is not responsible for any items left in the room.

18. The room must be returned to the condition it was in prior to the event.
19. Noncompliance in following these procedures will result in denied use of the room by the organization in the future.
20. TWU is a non-smoking campus.

Review:

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