

RESERVATION AND USE OF LIBRARY SPACES FOR NON-LIBRARY EVENTS POLICY

General

- Providing a study environment supportive of students' academic needs is the Library's top priority. For this reason, events will not be permitted in the Group Study Room or the open areas of the 2nd and 4th floor during Finals Week and the week prior to finals. The Library reserves the right to refuse a request if it is deemed to create an unacceptable noise level or other disturbance to the study environment of students.
- Library instruction and library events will take precedence over external requests. For this reason, reservations for Room 241/42 will only be accepted one week in advance during September, October, January and February.
- All requests must be approved by the University Librarian or his/her designee.
- Users are responsible for following all Wright State University policies.
- The University Libraries reserve the right to include related promotional materials for the University Libraries and Friends of the Libraries in the event space.

Reservations

- Reservation requests must be submitted using the [Promotional Activity and Events](#) form.
- Reservation requests for regularly occurring meetings will generally not be accepted.
- Reservation requests for student organizations must include the name of a faculty or staff sponsor who assumes all responsibility for the room use.
- Reservations may begin half an hour after the building opens and must end half an hour before the building [closes](#).

Room Setup and Use

- Each room has a standard capacity and furniture configuration. Tables and chairs may be rearranged, and additional chairs and tables may be requested.
- The requesting group or individual must insure that the room is returned its original state. If tables and chairs were rearranged, they should be returned to their original configuration. Tables and chairs should be cleaned if necessary, and all food and trash should be removed.
- The requesting individual or group will be assessed a minimum \$50 fee if the room is not returned to its original state; additional fees may be assessed for cleaning and/or damages to the facility, furniture or equipment.

Food and Drink

- Food and drink is not permitted in Room 241/242.
- Provision of food and drink is governed by Wright State University policy 5301.4(c)(1), which requires the use of Wright State Hospitality Services for any food served in public university spaces unless a catering request waiver is approved by the University. All catering fees are the responsibility of the requesting group or individual.

A/V Needs/Technical Support

- No film or video may be shown in the library without proof of public performance rights, except where shown in conjunction with a Wright State University class, and in compliance with copyright laws. See the guidelines at [Using Copyrighted Materials](#).
- Arrangements for needed AV equipment or training on equipment and software must be made through CaTS at least one week in advance. Troubleshooting during the event is the responsibility of the requesting organization and/or CaTS. Users accept all licensing and acceptable use responsibilities. Any charges for equipment and set up are the responsibility of the requesting group or individual.

Marketing

- Marketing of events is the responsibility of the requesting individual/organization.
- With proper notice and as deemed appropriate the Libraries will market events through signage, social media, etc.

Failure to comply with these policies may result in the loss of booking privileges.