

A. Frank Smith, Jr. Library Center
(Hereafter referred to as the Library Center)

Facility Usage Policy
Date Effective: July 1, 2009

To schedule rooms for activities in the A. Frank Smith Library Center, complete an online *Calendar Event & Facility Use Request* form by going to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>). After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

Use of the Smith Library Center facilities for large groups or long duration events should be thoroughly discussed with the Library Facility Coordinator. It is best not to publicize an event before receiving Activity Confirmation email.

The Prothro Room, located on the second floor of the Library Center, seats up to 45 people. Other smaller Smith Library Center rooms may be available for occasional use within the regular schedule of classes and study activities. Contact the Library Facility Coordinator (x1566 or avreq@southwestern.edu) for more information.

The multimedia classrooms (SLC 202 and 204 – formerly the NITLE/ACS classrooms) each have 10 computers (plus one for the instructor) and a projection system. They can seat up to 20 per room. The rooms can be combined into one large room or 2 smaller rooms. Contact the Library Facility Coordinator for more information.

Hours of Operation

The Prothro Room is available for reserved use during the Smith Library Center's regular operating hours. These hours vary during the academic year. Contact the Library Facility Coordinator, the Library Circulation Desk (863-1563) or check online at <http://www.southwestern.edu/library/library-hours.html> for confirmation of operating hours.

Functions may not be scheduled when the Library Center is closed unless advance written authorization is obtained from the Dean of the Library Center.

Scheduling Priorities

Priorities for building use are as follows:

Use of the Prothro Room is generally restricted to guest speakers, dramatic readings, and other meetings and events appropriate to the Library Center environment. The Library Center Facility Coordinator is responsible for determining the appropriateness of an event and confirming reservations for the Prothro Room and other rooms. Reservations are made on a first come, first served basis.

Please note that though the windows have shades, the cupola windows are not shaded and may make the Prothro room unsuitable for the projection of film, video, or computer images during daylight hours.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Reservation Deadlines

Reservations for use of the Prothro Room and other Library Center rooms must be made by the sponsoring organization and approved by the Library Center Facility Coordinator at least five working days in advance of the meeting or event. Ten working days' notice is required for weekend events.

2. Responsible Party

One person from the sponsoring organization should be designated as the sole individual responsible for all event-related communications with the Library Facility Coordinator.

3. Attendees Not Associated with Southwestern University

Library Center policy requires that all non-university persons entering the library must register at the Circulation Desk. Organizers of events with more than six non-university participants must provide an individual to register and direct participants as they enter the Library Center.

4. Rearranging and Decorating the Room

No decorations may be placed on the walls, windows, or furniture of the Prothro Room or any other Library Center room. Furniture may be configured as needed for a meeting or event, but the organization conducting the meeting or event must return the room to its original configuration following the event. Requirements for supplemental furnishings should be discussed with the Library Facilities Coordinator prior to contacting Physical Plant.

5. Cleaning Up

All event materials, supplemental furnishings, and trash must be removed from the room at the conclusion of the event.

6. No Food or Drink

Food is not permitted in any meeting room, study room, or classroom in the Library Center. The Library Center Student Lounge is the only room in the building where food may be offered or consumed in conjunction with a meeting or event. Drinks in lidded containers are permitted within the library.

7. No Smoking

Smoking, the use of other tobacco products or the consumption, possession or distribution of controlled substances (other than alcohol) are prohibited in the Library Center.

8. No Candles or Halogen Lamps

University regulations prohibit the use of candles or halogen lamps.

9. No Alcoholic Beverages

The consumption, possession, or distribution of alcoholic beverages in the Library Center is prohibited without written permission of the President, Vice President of Institutional Advancement or the Dean of Library Services.

10. Behavior Appropriate to the Library The Library Center is a facility for study and research. As a courtesy to other Library Center patrons, meetings and events should be conducted so as not to interfere with the quiet and decorum of the Library Center environment. Participants also should be made aware of the need for quiet when entering and leaving the building.

Indemnification/Insurance

External constituents wishing to rent space in the A. Frank Smith, Jr. Library Center must contact University Events (863-1480) and purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Dean of Library Services.