



WSU Libraries Guidelines and Agreement for Use of Library Event Spaces

1. **Hosting Group, Individual, or Department:** _____

Event Coordinator's Name: _____

Email: _____ Phone: _____

2. **Location Requested:**

_____ Terrell Library Atrium

_____ Old Holland Entrance

_____ Other (location name or description): _____

3. **Scheduling:** Events are scheduled and approved by the Library Administrative Office (LAO) staff. Events should be scheduled during Holland and Terrell Libraries regular daytime or early evening hours and are subject to approval. Note: In addition to reserving space with the Libraries, all WSU students/student groups are required to enter events into *Presence* for Student Involvement's approval: <http://wsu.presence.io/>

Date(s) of Event: _____

Event Title: _____

Start and End Time: _____

(Reservations will begin 30 minutes prior for set up and end 30 minutes after for clean-up.)

4. **Food and Drink:** **NOTE: Alcoholic beverages of any kind are not permitted in the Libraries.** Light refreshments such as hors d'oeuvres, desserts, and non-alcoholic drinks are permitted. Professional catering is permitted but not required, and event hosts are responsible for set up and clean-up.

Will food and/or drinks be served? _____ YES _____ NO

If yes, event will be catered by _____

Event coordinator, please initial here to confirm understanding and agreement:

➤ **Alcoholic beverages are not permitted in the Libraries.** _____ *(initials)*

Event coordinators are responsible for ensuring that caterers and others involved in the event are notified that alcoholic beverages are not permitted.

5. **Photography/Video:** Commercial photography is not permitted in the Atrium. Informal, personal photography or video of any kind is allowed, as long as disruptions are kept to a minimum at all times.

6. **Tables/Chairs:** Approximately 40 folding chairs are available for event use. In addition, eight round bistro-height tables, four six-foot long banquet tables, and two large trashcans may be requested in advance. Placement of furnishings may not violate fire codes nor block access to doorways, stairways, hallways, or collection access, and set-up and clean-up is the responsibility of the event hosts.

If chairs, tables, and/or trash cans are needed for this event, please complete the following:

- _____ number of 6' folding tables needed – maximum of four (4)
- _____ number of bistro-height tables needed – maximum of eight (8)
- _____ number of large plastic trash cans with liners needed -- maximum of two (2)
- _____ number of folding chairs needed – approximately 40 available

7. **Audio:** Events may not be disruptive to library users in terms of noise, either by the performers or by the audience, which includes but is not limited to dance performances. Use of amplifiers is prohibited. The Libraries have one small podium with a microphone that may be used for events. Other audio equipment may be rented from Beasley Coliseum. The piano may be used for events, and the School of Music may be able to provide names of possible pianists or other musical performers when needed. The piano is not available for informal or casual use.

Please indicate if either of these items are needed for this event:

- _____ Podium with one microphone _____ Piano

8. **Displays or Exhibits:** Displays/exhibits should promote WSU, student organizations, research, or the arts. **Set-up and take down is the responsibility of event sponsors.** Items on display may not be affixed directly to any walls by tape, nails, tacks, or anything that may leave permanent marks. Placement of displays may not violate fire codes or block access as noted in item number 6 above.

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**Event Coordinator, please sign below:**

- **I agree to abide by these guidelines for use of WSU Libraries spaces.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)