

TTU Libraries Event Space and Room Policy and Procedures

The University Libraries event spaces, which include conference room 309 and center and south Croslin rooms, as well as the Formby and Preston Smith rooms in the Southwest Collection/Special Collections Library, are designed for programs open to TTU students, faculty, and staff that support learning opportunities and engagement. The use of space shall be consistent with the educational mission of the University, the Libraries, and with the general nature of the facility. The event space and room policy applies to the temporary use of the rooms when they are made available for meetings, activities, and events sponsored or co-sponsored by the Libraries. The Libraries' Public Programming/Outreach Team and Event Coordinator reserve the right to alter or amend this policy. The Dean of Libraries or a designee shall determine all matters not expressly covered by this policy.

General guidelines:

- The Libraries consider requests submitted one month in advance of event date. Priorities will be given in following order:
 1. TTU Libraries meetings, events, training, workshops, etc.
 2. University departments or organization units. Examples: academic colleges and departments, etc.
 3. Organizations or groups affiliated with the university. Examples: Alumni Association, TTU Friends of the Libraries, TechVet, etc.
 4. Other non-profit or community organization, whose primary mission and intended event/meeting is educational, research-related, or enhances the academic or cultural life of the campus.

The TTU Libraries' Event Coordinator reviews each request and considers ability of the Libraries to support the event before confirming the request.

- Events in the University Library will normally be scheduled between the hours of 8 a.m. and 5 p.m. Monday through Friday. Events in the Southwest Collection/Special Collections Library may be scheduled between 9 a.m. and 4 p.m. Monday through Friday. Exceptions outside these hours will be considered on a case-by-case basis. In addition, event scheduling may be limited during midterms, finals, or other circumstances that might disrupt our Libraries' patrons or due to limited facility equipment (limited number of tables and chairs available, etc.)
- The group sponsoring the event is liable for any damage to Libraries' equipment and furnishings beyond normal wear and tear.
- No decorations may be taped, tacked, stapled, nailed, or glued to any surfaces without approval from the Libraries Event Coordinator prior to event. No open flames are permitted.
- All TTU Libraries are smoke-free buildings.
- Please ensure that your event ends on time and that all attendees have cleared the space when the event is over. This allows time for Libraries' staff to set up the next event.
- The Libraries are not responsible for any lost, stolen, or damaged property belonging to users of their facilities.

Request Event Space Process

- Requests are made using the Event Space Application on the [Libraries' Event website](#). Once the application is submitted, it will be emailed to the Libraries' Event Coordinator for review and scheduling.
- Please review room setups at the Event website to ensure the room setup request does not exceed the maximum capacity for that particular setup.
- The Libraries' Event Coordinator will process the request within two working days of receipt. Once request is processed, an email will be sent to the primary contact person either confirming or denying the request.

Food and Drink

- Food and drink is permitted but it is the responsibility of the event sponsor to make their own catering arrangements. Exceptions are Library-sponsored events which are coordinated by the Libraries' Event Coordinator.
- All food and drink must be disposed of properly by the end of the event and the room returned to its original condition.
- Serving of alcohol must be approved in advance by the Dean of Libraries for non-Libraries organizations or departments. Alcohol use must be in accordance with TTU OP 72.05: Expenditures for Official Functions, Business Meetings, and Entertainment. Representatives of the sponsoring organization are responsible for seeing that no person under the age of 21 possesses or consumes alcohol at the event.

Miscellaneous

- Please review the TTU Libraries Pre-Event Checklist located on the Event website to ensure the success of the event.
- Rooms do not include flip charts or marker boards.
- [Room setup details](#) are available on the Events website. Setup will be based on chair and table availability.
- Parking: sponsoring organizers are responsible for making their own parking arrangements at the [TTU Transportation & Parking Services site](#). Parking for Library-sponsored events will be handled by the Libraries' Event Coordinator.
- Cancellations must be made at least 24 hours in advance of the event. To cancel, email the Libraries' Event Coordinator (len.markham@ttu.edu) or call 834-4765.