



University Libraries Event & Space Guidelines

Overview: These guidelines provide guidelines to reserve space for events within the University Libraries.

PURPOSE & SCOPE

To promote the scholarly and cultural life of the campus community, the University of Toledo - University Libraries welcome applications to hold events in our facilities. The purpose of library events is to contribute to the academic and cultural environment of the University Libraries and greater university community.

CRITERIA

The University Libraries reserves the right to make all decisions regarding length of event duration and placement of the event within a library. The following criteria apply as event proposals are considered, although not all events or programs will meet all criteria.

- Educational content ranging from advanced scholarly contributions to general informational value
- Does not serve as recruiting tool for organizations other than the University Libraries or University of Toledo
- Does not promote the financial profit of any individual, organization or commercial enterprise
- At this time reservation spaces are not available for Study Hall purposes
- Party requesting space is affiliated with or is hosting in partnership with the University of Toledo

REQUESTS & APPROVAL

The University Libraries consider requests on a first-come, first-served basis. Requests for events must be submitted via the [Library Room Reservation Request](#) form. Requests for large scale events must be made **at least 3 weeks** in advance. Without timely notice, reservation may be denied even if space is available.

Events will not be scheduled during finals, or under other circumstances that disrupt the quiet study of Library users. Events will be scheduled between the hours of 8 a.m. and 9 p.m. Monday through Thursday and 8 a.m. and 5 p.m. on Friday during the traditional semester. Hours for events are subject to change due to holiday or intersession hours. Exceptions may be considered on a case-by-case basis by the Director of Operations.

Additional questions can be directed to libraryreservations@utoledo.edu

FOOD & DRINK

Food & drink may be permitted. Any catering must be arranged by Event Organizer. Catering bills over \$500 must be arranged through University Catering due to university policies. If Event Organizer uses an outside catering agency, the Event Organizer is responsible for removing excess food, discarding trash, and wiping down tables after event.

A representative for the Event Organizer must be present to accept any vender deliveries or catering. Without prior

University Libraries

Carlson Library • 419.530.2324 • AskIt@utoledo.edu

Mulford Library • 419.383.4225 • MulfordReference@utoledo.edu

Canaday Center • 419.530.4480 • CanadayCenter@utoledo.edu

utoledo.edu/library

agreement the University Libraries will not accept deliveries or catering.

Alcohol is not permitted in Carlson or Mulford Libraries.

CUSTODIAL

The organization sponsoring the event is liable for any damage to library equipment and furnishings beyond normal wear and tear. The University Libraries do not offer special custodial services to groups with reservations in library space. Spaces must be returned to the state they were found in (clean tables, trash/recycling in appropriate containers, furniture in proper places). Failure to comply may result in charges to the organization.

FEES

At this time the libraries do not charge any fees to reserve or use its spaces. However, account information may be collected from University Departments during the reservation process to cover any damage, loss, or additional cleaning that results from use of these rooms. All setup and cleanup are the responsibilities of Event Organizer unless an alternate agreement has been reached.

All events in the libraries must be hosted free of charge for attendees.

FUNDING

The Event Organizer and their organization are solely responsible for funding all costs that will be associated with the program. This includes but is not limited to catering, rental agreements, speaker costs, marketing materials, and/or giveaways.

PUBLICITY

Event Organizers are primarily responsible for arranging marketing materials and publicity. These materials should contain consistent messages and present the University Libraries official logo.

For social media utilization, press release or newspaper coverage in partnership with the library please contact the Event Coordinator for the University Libraries for more information. [University Libraries Directory](#)

TECHNOLOGY

Please visit [Carlson Library Event & Space Reservation Information](#) or [Mulford Library Room Details and Policies](#) for more information about the technology available to groups based on room space.

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