

Space Use Policy for UW Libraries

The primary purpose of the University of Wyoming Libraries is to provide collections, services and study space for students, faculty and staff.

Requests for use of UW Library meeting rooms and space for meetings, lectures, exhibits, signs, seminars, and conferences sponsored by university departments and outside groups will be considered on an individual basis and must be approved by Libraries administration. This includes requests from UW students, faculty, staff, library faculty and staff, other libraries, schools, and service organizations.

Study and viewing rooms are governed by this policy:

<https://www.uwyo.edu/libraries/about/policies/study-rooms.html>

Classroom and consultation rooms are governed by this policy:

<https://www.uwyo.edu/libraries/about/spaces-collections/classrooms-learning-spaces.html>

Conferences utilizing rooms from different policy areas will be coordinated by the Libraries Dean's Office.

Use of library space must conform to general use policies as defined by [University Regulation 6-4 Use of University Buildings, Grounds and Services](#).

Library space may not be reserved for

1. Semester long classes
2. Political rallies and demonstrations; promotion or endorsement of political candidates
3. Private social events such as showers, birthday parties, receptions, etc
4. Meetings that require payment of tuition or other fees
5. Meetings where products or services are promoted or sold
6. Meetings where money is collected through sales or donations
7. Commercial activities or non-profit fundraising events

Fees are charged for all non-UW events. Please refer to the UW Fee Book for details. Fees may be waived through a formal request to the Dean of Libraries. UW Libraries reserves the right to review each prospective use and determine its relation to the policy.

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