

General Reservation Policies for Coe Library Meeting Space

Purpose and Order of Precedence: 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 library facilities for meetings, lectures, seminars and conferences sponsored by campus departments or outside groups will be considered on an individual basis and are subject to approval by Libraries Administration. Coe Library building occupants have priority over non-building occupants, UW affiliated groups have priority over non-UW groups; other groups and organizations may use our space only with approval from the Dean of Libraries or delegate.

This document is the policy for Coe Library Meeting Space. Group study and viewing rooms are governed by this policy: <https://www.uwyo.edu/libraries/research/services/study.cfm>. Classroom and consultation rooms are governed by this policy: <https://uwyo.libguides.com/classrooms/216-218>. **Conferences utilizing rooms from different policy areas will be coordinated by Libraries' Administration.**

General Guidelines for use:

1. There are no spaces in Coe Library available for regularly scheduled classes or group study purposes.
2. To use the meeting rooms, the person responsible for the group must complete a reservation request form. Reservation requests are used to inform and ensure that groups comply with library policies. UW Libraries reserves the right to determine whether or not a prospective use falls within meeting room policies. A reservation request must be reviewed and approved before reservations will be confirmed.
3. Use of the meeting rooms must adhere to general use policies as defined in UW Regulation 6-4 Use of University Buildings, Grounds and Services: http://www.uwyo.edu/regs-policies/files/docs/regulations-july-2018/uw_reg_6-4_format_effective_7-1-18.pdf.

UW Libraries does not provide technical assistance for Coe Library 506 and only provides technical assistance for Coe Library 504 when arranged in advance. Technology support for room 506 is provided by UW IT and users are responsible for making arrangement for support prior to the meeting or event.

Timeline for reservations: Reservations are accepted up to five months in advance. The completed reservation request form must be submitted to Library Administration for final approval within one week of the initial booking and a minimum of one week prior to the date of the event.

Set-Up: Groups using library space may rearrange furniture but must return the area to its original arrangement. Library personnel are not available to move furniture. If outside chairs/tables are to be brought in, the Libraries must be notified in advance. The delivery will be directed to the general area, but set-up and tear down is the responsibility of the event sponsors.

Food/Drink: The Libraries must be notified in writing if food/drink is being planned for an event. Since the Libraries are university facilities, University Catering should be given first consideration. (<http://www.uwyo.edu/reslife-dining/catering/>) Alcohol is generally not permitted at public events within the Libraries so please consult Library Administration before making arrangements with a caterer. University policy governs alcohol on campus; and is only allowed with permission from the Division of Administration.

(<http://www.uwyo.edu/administration/uw-policies/alcohol-on-campus.html>). The Libraries will define the area inside which food and drink must be contained, and do not provide refrigeration, heating, serving or clean-up equipment.

Cleaning: The event sponsor is responsible for clean-up, including wiping tables and chairs and vacuuming the floor (vacuum will be provided). In the event of damage or cleaning costs beyond normal UW janitorial service, the Libraries reserve the right to charge a fee.

Parking: Plans for event parking are the responsibility of the event sponsors.

Publicity: Copies of all publicity for events to be held in the UW Libraries must be made available to the Office of the Dean of Libraries.

Non-Operating Hours Availability: Requests outside of Coe Library normal operating hours must be approved by the Dean of Libraries or delegate, and will require payment for associated staff. There will be a minimum \$100 fee for event staff. Please reference the current University of Wyoming Fee Book at <http://www.uwyo.edu/administration/feebook/index.html>.

Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the University of Wyoming Code of Conduct, library meeting room policy or the needs and the functions of the library.