Ekstrom Library Room Policy

Rooms: E117A, W102, W103, W104, E254, W210, Chao Auditorium

Library spaces not listed above are still subject to this policy. To inquire about reserving such spaces, please contact the Dean’s Office.

Purpose

The principal function of library rooms is to provide a space for conducting library business. When not being used for library purposes, rooms are made available for use by other university groups or recognized student organizations (RSOs) as authorized by the Dean, University Libraries. Non-academic meetings and/or social events are NOT permitted. External/non-university events are NOT permitted. Use of rooms will not be allowed for any events which charge fees for admittance, even if said fees are only intended as cost recovery.

Reservation Procedure

The Office of the Dean, University Libraries (Ekstrom Library Room 203, 502.852.6745/502.852.8706) is responsible for scheduling and coordinating arrangements of all rooms. Every attempt should be made to schedule a room as far in advance of the date of the event as possible.

Individuals, groups, RSOs, and departments must reserve rooms using LibCal. Only Faculty, Staff, and Graduate Teaching Assistants/Fellows (GTAs) may reserve rooms. GTAs must provide the name and email of a faculty/staff advisor on the reservation form. Students are not permitted to reserve library rooms designated for faculty/staff use.

A given class/group may reserve library spaces up to six times per semester and rooms may be reserved for a maximum of three hours per request, inclusive of all rooms. Requests for more than three hours are granted/denied at the discretion of the Libraries’ Administration. Library rooms may not be used to schedule recurring weekly reservations, such as regular class meetings. Library spaces are also not meant for conference type events that require multiple rooms or back-to-back reservations for day or multi-day events. Those seeking a university conference venue should contact the Shelby Campus, SAC, or the University Club.

All reservations must be made no less than seven (7) working days prior to the event. Please allow one (1) week for requests to be processed. You will receive an email confirming or denying your request.

- Fall / Spring Semester: Sunday through Thursday Events Must End No Later Than 10 PM.*
- Summer Semester: Sunday through Thursday Events Must End No Later Than 8 PM.*

Events may start no earlier than 30 minutes after library doors open. See Ekstrom Library Hours

*Please refer to the posted hours for exceptions to library closing times.
Refreshments

Refreshments are NOT permitted in rooms E117-A, W102, W103, and W104. The first violation of this policy will result in a warning; the second will result in the revocation of room reservation privileges for a semester.

Only light refreshments may be served in rooms W210, E254, and the Chao Auditorium lobby. Food/Drink is not permitted inside Chao Auditorium.

Alcoholic beverages are only permitted in the library with the written pre-approval of the Dean.

Those serving refreshments in rooms W210, E254, or the Chao Auditorium lobby must fill out and submit a Refreshment Agreement Form to Library Administration at least three (3) days prior to your scheduled reservation.

Clean Up

- Removal of all trash and papers from the room upon departure is expected.
- Event signage of any type may NOT be affixed to any library surface.
- Cleanup should take place IMMEDIATELY after your event so that the space is ready for the next event. Please remind the caterer or your cleanup committee of this policy so you will not be charged a $100 fee.
- No food, drink, or eating utensils can be left in the area or room. This includes coffee urns, drinking dispensers, table cloths and / or food trays. If the library staff removes any of the aforementioned items, they will be thrown away.

If the area is not cleaned after your event, the library will generate an IUT with a charge of $100 to your Unit Business Manager.

NOTE: The Ekstrom Library Administration, Office of the Dean reserves the right to deny use of rooms to any group failing to observe the policies outlined above.