

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Joyce Thompson Lecture Hall Usage (Denton)

**Last Library Review:** March 2022

**Next Library Review:** March 2023

**Purpose:** To establish guidelines for using/reserving the Library's Joyce Thompson Lecture Hall in the Blagg-Huey Library of Texas Woman's University. This policy covers only this space.

**Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

### Definitions:

**Joyce Thompson Lecture Hall (#101)** – large room used for library instruction, training, and special events;

### Policy:

- Maximum room capacity is limited to 75.
- Primary usage is reserved for library instruction and training for the students, faculty, and staff of TWU.
- The room can also be used to meet general informational, educational, cultural, and civic purposes which includes:
  - Library sponsored or co-sponsored activities;
  - TWU Administrative, Divisional, and Departmental meetings and programs;
  - TWU sponsored activities and programs;
  - TWU student organizations for civic, cultural, educational, and informational programs.
- Usage must be pre-arranged through the Manager of Library Events and External Relations (940-898-3731).
- The room is only available when the Blagg-Huey Library is open. Event organizers and delivery personnel can only enter the building during regular library hours. Set up time should be arranged in advance of the event with the Manager of Library Events and External Relations.
- If the event is cancelled, notify the Manager of Library Events and External Relations as soon as possible.
- The Library reserves the right to deny scheduling of events during peak study and instruction times (midterms and finals).
- All technology must be arranged in advance through the Manager of Library Events and External Relations. If unsure how to use the technology, ask for assistance at the Information Desk.
- The event organizer has overall responsibility for the room, food, activities, equipment, and furnishings while occupied. They are responsible for any repairs or replacements needed as a result of the group's meeting.
- The event organizer is responsible for moving furniture, arranging for the installation of software for an event, and providing meeting handouts.
- Decorating is not permitted and nothing may be affixed to the walls or windows.
- Food and drink must be brought in or catered. Alcoholic beverages are not allowed.

- The library cannot store items either before or after the event.
- Smoking is not permitted on campus or in buildings.
- All applicable TWU policies must be followed while using Library space.
- During the event, noise should be kept to a minimum so that library users are not disturbed while working.
- The room must be returned to the condition it was in prior to the event.
- If furniture was moved, it must be returned to the arrangement it was in prior to the event.
- All equipment must be turned off and returned to its place after usage (see equipment exit checklist near the computer station).
- The room must be cleared of food, drink, and associated items. The tables and surfaces must be wiped clean.
- If extra tables and chairs were delivered, the event organizer must arrange to have these items removed immediately after the event.
- The Library is not responsible for any items left in the room.
- Noncompliance in following these procedures will result in denied use of the room by the organization in the future.

**Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

**JOYCE THOMPSON LECTURE HALL (#101) LAYOUT**

