

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 space only with approval from the Dean of Libraries.

This document is the policy for Coe Library Meeting Space. Group study and viewing rooms are governed by this policy: <http://www-lib.uwyo.edu/services/groupstudyrm.cfm>. Classroom and consultation rooms are governed by this policy: http://www-lib.uwyo.edu/services/classroom_policy.cfm. **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 meetings.
2. To use the meeting rooms, the person responsible for the group must complete an application. Applications are used to ensure that groups comply with library policies. UW Libraries reserves the right to review each prospective use and determine whether or not that use falls within the meeting room policies. An application must be submitted to be reviewed before reservations will be confirmed.
3. Use of the meeting rooms must adhere to general use policies as defined in UW Regulation 2-178 Use of University Buildings, Grounds and Services http://www.uwyo.edu/generalcounsel/_files/docs/UW-Reg-2-178.pdf.

Technology Support: Technology support for room 506 is provided by UWIT. Users are responsible for contacting UWIT (766-4357) and making arrangements for support prior to the meeting or event.

Technology support for room 504 is provided by Libraries IT. Users are responsible for contacting Libraries IT (766-6866) and making arrangements for support prior to the meeting or event.

The Libraries Administration office will not provide technical support.

Food/Drink: Since the Libraries are university facilities, University Catering should be given first consideration (<http://uwadmnweb.uwyo.edu/reslife-dining/Catering/default.htm>). Generally, alcohol is not permitted at public events within the Libraries so please consult Library Administration before making arrangements with a caterer. <http://www.uwyo.edu/administration/uw-policies/alcohol-on-campus.html> governs alcohol on campus and permission must be applied for through Central Scheduling (<http://www.uwyo.edu/centralscheduling/>).

Users are responsible for wiping down table tops, disposing of trash, and leaving library space in the condition in which it was found.

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 should be made available to the Libraries Administration office.

Motion Picture Viewing: Public events that plan on viewing a film are responsible for seeking appropriate viewing rights. Some films in the Library's collection already have viewing rights and do not have any restrictions. More information on obtaining viewing rights is available upon request.

Non-Working Hours Availability: Libraries meeting rooms are not available outside of normal business hours (8-5 Monday through Friday during the academic year, 7:30-4:30 during the summer) unless an exception is granted by the Dean of Libraries. Exceptions may require payment for event staff to monitor the space.

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, meeting room policy or other relevant library policy or the needs and the functions of the library.

Cleaning: In the event of damage or cleaning costs beyond normal UW janitorial service, the Libraries reserve the right to charge a fee. Clorox wipes are available in the 506 kitchen for table tops and a vacuum is in 502. The chairs and tables should be moved back into standard formation after each event.

