

Events and Space Usage Guidelines - Nicholson Library

As an academic building, the Nicholson Library follows this Space Usage guideline for co-curricular and extracurricular activities.

Pending scheduling availability, the following are Approved Events when conducted within the normal operating hours of the library.

- Class meetings
- University committee meetings
- University sponsored events
- Student organization meetings
- Educational or professional development trainings
- Community members group meeting space

Use the [Library Reservation portal](#), or communicate with library staff to make reservations. Informal or casual use of space by small groups or individuals does not require approval but is subject to availability, generally first-come-first-served for spaces not reserved. The Library Director maintains the right to relocate groups with reservations if necessary. This will happen seldomly, and only in a manner that will still accommodate the relocated group (i.e. A group of four relocated from a larger room to a smaller room with similar technology support, in order to accommodate a larger group requesting space at the same time).

Events not listed as Approved Events, including events that are recurring or to be held outside of normal library operating hours, may be allowed but are subject to approval by the Library Director. Generally, events should be free and open to all campus members (or a targeted audience, such as first-year students). Events that charge a fee for attendance or feature select invites may only occur outside of normal library operating hours and may be charged a usage fee, payable to Conference & Event Services, to cover staffing and custodial services, up to four hours: \$50 student organization; \$200 Faculty/Staff personal event; \$400 public personal event. Additional cleaning fees may apply in some circumstances.

As is consistent with general library policy, food and drink will be allowed at events. Event organizers should take care to leave spaces in a clean condition, removing food and drink containers at the conclusion of the event. Event organizers should be sure to follow university food services and catering policies, and are responsible to do so without library staff supervision.

Event organizers will be responsible for communication with Chartwells catering, AU Conference & Event Services, and Reardon services (Technical equipment, pipe/drape, furniture rental and set-up). Additional fees for these services may apply and will be charged to the event organizer. Event organizers will be responsible for any moving (and resetting) of library furniture, with prior approval from the Library Director.

Nicholson Library Spaces available for use:

- Library 24 Hour Lab (16 computers, 32 seats, video/projector)
- Ground Floor East - Skylights area (various layouts)
- IDEAU (20 seats, video/projector/computer)
- Deubach Lab (12 computers, 20 seats, video/projector)
- Room 040 (10 seats, video/projector)
- Scholar's Nest Commons and Classroom
- KACE Conference Room
- York Reading Room
- Additional study rooms for small breakout sessions for larger events