Events in the University Library Policy

Overview: This policy provides guidelines to reserve space for events within Regent University Library. These guidelines pertain to the University Library (please contact the Law Library concerning their policy).

Contents:
A. Definitions
B. Policy Statement
C. Contact Information

A. Definitions.

Event: A meeting that requires a special space accommodation within the University Library.

The Interior Library Areas:
- Library Commons
- Library Gallery
- Library conference room
- Special Collections Reading Room
- Study Rooms

The Exterior Library Areas:
- Library Building lobby
- Atrium
- Auditorium
- Balcony (2nd floor)

B. Policy.

Regent University Library will reserve space for events within the interior library areas sponsored by the Library and Regent University and its affiliates. The exterior Library areas must be approved by Regent University Administrative Services.

B-1. All events in the University Library must be approved by the Dean of the University Library, the Assistant to the Dean, or the Head of Access Services.

B-2. All events must be sponsored by a Regent University department, school, or an officially recognized Regent University organization.

B-3. Event sponsors must comply with the policies of the University Library.

B-4. Events spaces must be reserved at least two weeks in advance.
B-5. All sponsors are expected to maintain and leave the Library facilities and property in the same condition that it was provided.

B-6. All sponsors are expected to be respectful and considerate of students studying when implementing an event.

B-7. Events will only be scheduled during normal University Library operating hours, or as approved by the Dean of the University Library.

C. **Contact Information.**

Assistant to the Dean – 757-352-4185  
Head of Access Services – 757-352-4152

*This policy was reviewed and approved by the university librarians on May 28th, 2013.*