

LIBRARY FACILITY POLICIES AND PROCEDURES

Community Room and Second Floor Gallery

INTRODUCTION

The facility use policy applies to the temporary use of the Community Room and Second Floor Gallery in the Library when they are made available for meetings, activities and events not sponsored or co-sponsored by the Library. The Library reserves the right to alter or amend this policy. The Dean of Libraries or a designee shall determine all matters not expressly covered by this policy.

GENERAL GUIDELINES

University departments, registered student organizations and off-campus groups may book space. No standing reservations are permitted.

Usage of the space is at the discretion of the Dean of Libraries or a designee. All requests for usage of the space must be submitted to Nancy Dwyer in the Dean's Administrative Group at 343-1222 or nancy.a.dwyer@vanderbilt.edu.

University departments and student organizations may co-sponsor events with off-campus organizations as long as the mission of the off-campus organization relates to the mission of the on-campus sponsor and/or the mission of Vanderbilt University. Also, University sponsors must be present at the event to ensure that Vanderbilt policies and procedures are followed. Vanderbilt University departments and student organizations may not serve as fronts for off-campus organizations. If fronting is discovered, outside rental rates will apply.

Off-campus groups must conform to University policies and must execute an Agreement for Use of Space.

Standard housekeeping is included in the room rental rate. Additional charges will be incurred for any special clean-up, maintenance or repair resulting from an event or activity.

The Library is a smoke-free building.

The Library is not responsible for any lost, stolen or damaged property belonging to users of the facility.

All events must end one half hour prior to the closing time of the building. Exceptions to this policy may be made at the discretion of the Dean or a designee of the Dean.

The Library does not provide set-up and tear-down from the standard room configuration. A request for services for set-up and tear-down may be submitted directly to Plant Operations by university groups.

For non-university groups the Library will submit the request. No non-university groups or individuals may reconfigure the rooms due to possibility of damage to furniture and to prevent injury.

FOOD, BEVERAGE AND ALCOHOL

All food, beverage and alcohol arrangements and cleanup are the responsibility of the group renting the space. Catering may be provided only by those caterers on the Student Life Center's list of approved caterers. This list is available at <http://www.vanderbilt.edu/studentcenters/student-life-center/services/catering>.

The serving of alcohol must be approved in advance by the Dean or a designee of the Dean. Alcohol may be served only by a licensed bartender with proof of insurance. Officers of the sponsoring organization are responsible for seeing that no person under the age of 21 possesses or consumes alcohol at the event and that all University policies and state laws are obeyed with regard to alcohol.

DECORATIONS, EXHIBITS AND DISPLAYS

No tape, glue, tacks or nails are permitted on the walls, doors, floors, ceilings, glass, woodwork, or any painted surface of the facilities. Groups that cause damage to the ceiling, floors or walls by taping or adhering items to the facility furnishings will be assessed a damage fee for the cost of the repair.

Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.

Groups utilizing decorations, exhibits or displays must arrange for labor to set up and remove materials. Decorations, exhibits or displays must be removed immediately following the event or activity. The Library will not be held responsible for the loss of any materials, displays, gifts, favors or other items left in the building.

No open flames are permitted. Only flameless candles may be used. All table centerpieces must be non-flammable or constructed of fire-resistant materials.

The Library does not permit hay, sand weights, confetti, rice, dance wax, powder or similar materials. Groups will be assessed a fee for any extensive cleanup.

Any special needs for decorations, exhibits and displays beyond the scope of this policy must be approved by the Dean or a designee of the Dean.

PARKING

Users and guests must abide by all University parking/traffic requirements, including but not limited to passenger and equipment loading/unloading, observance of authorized parking locations, payment of fees and display of parking permits. Payments and citations which result from parking/traffic violations are the sole responsibility of the users and their guests.

Access to the loading dock must be coordinated with the Library two weeks prior to the event. Parking in the loading dock is prohibited and violators will be ticketed and/or towed at the owner's expense.

Parking arrangements for events are the responsibility of the event planner, and may be coordinated with Vanderbilt's Office of Traffic and Parking.

INSURANCE REQUIREMENTS

All non-university organizations renting space in the Library must carry a minimum of \$1,000,000 in liability coverage and must name Vanderbilt University as additionally insured. Proof of this insurance must be provided two weeks prior to the event. University departments and student organizations are exempt from this requirement.

ROOM AND EVENT BILLING PROCEDURES

The rooms are rented in four-hour blocks of time. Usage includes the time needed for set-up and tear-down of the event. Usage beyond four hours results in a doubling of the rental rate.

Student Organizations and University Departments:

Event deposits and invoices are processed through the Dean's Administrative Group office. Payment is due 10 days before the event. The organization or department must provide a center number and account for direct billing. This information will be acquired by way of a completed reservation agreement.

Off-Campus Groups:

Off-campus groups must execute an Agreement for Use of Space. Payment is due in full 10 business days prior to the event date, via a check written to Vanderbilt University Library. Cash or credit cards will not be accepted.

Non-profit organizations must provide a Blanket Certificate of Exemption from the Tennessee Department of Revenue along with the executed Agreement for Use of Space.

For-profit organizations must provide a federal tax identification number along with the executed Agreement for Use of Space.

CANCELLATIONS

Cancellations must be made at least one business day in advance of the event. Failure to comply with this deadline will result in forfeiting the full rental fee.

COMMUNITY ROOM INFORMATION

Capacity: 150-175 for lecture-style setup; 90 for a sit-down meal

Rental Rate per four-hour block: \$450 for campus groups; \$900 for off-campus groups.

Audio-Visual Capabilities:

- 9x16 foot ceiling mounted screen
- WXGA widescreen digital projector

- Adjustable height podium with dual side shelves
- Podium microphone
- Podium mounted dual-boot Apple Mac Mini desktop unit
- Connectors for HDMI or analog RGB inputs for laptops
- Podium mounted controls for all A/V, shades and lights
- 9 pre-programmed lighting scenes
- Wireless slide-show controller and laser pointer
- Lavalier wireless microphone
- DVD/VCR player
- Blu Ray Disc player
- Three-zone overhead sound (for microphones)
- Front wall-mounted speakers (for computer/DVD/VCR/Blu Ray)
- Ceiling mounted sub-woofer for audio reinforcement
- Hand-held wireless microphone
- Two table-top wireless microphones

Usage of any of the provided equipment is incidental to the usage of the space. Intended usage of any of the provided equipment should be discussed when the room is booked. The Library does not provide technical support services. Presenters should plan to arrive at least twenty minutes in advance of a presentation for a brief overview of the equipment.

SECOND FLOOR GALLERY INFORMATION

Capacity: 70 standing without tables

Rental Rate per four-hour block: \$200 for campus groups; \$300 for off-campus groups.

Since this space serves as an entrance to the library, a pathway must be kept clear at all times. Library patrons must be allowed to enter through the space even during an event.