William H. Hannon Library: Classroom Policies

Classroom 117 and 118 are primarily for library instruction and other library events. The classrooms are locked at all times. Please bring your confirmation and present it at a service desk so that a library staff member can let you into the classroom.

Please read the following policies and procedures before reserving a room:

- Only LMU Faculty and Staff may request WHH 117 & 118, and an LMU faculty or staff member must be present during the session. (Student groups may contact Student Leadership and Development at (310) 338-2877 for more information. All other groups may contact LMU’s Events Scheduling Office 310-338-2878 for assistance.)
- If you are booking a reservation during business hours (Monday through Friday, 8am-5pm) you may only reserve the room 1 week in advance.
- An exception to the above rule is permitted for reservations during convo hour. (Convo hour means 12:15-1:15pm Tuesdays and Thursdays.)
- Reservations cannot be made for the hours between 8pm and 8am, or on Saturdays, Sundays, or holidays.
- Classroom reservations must be requested at least two business days in advance to allow processing time.
- WHH 117 (flexible classroom) is not available for non-library instruction reservations the first four weeks of the semester and finals week.
- WHH 118 (computer classroom) is not available for non-library instruction reservations the first four weeks of the semester and the last two weeks of the semester.
- No food or drinks are allowed in WHH 118.
- WHH 118 is an e-classroom with 36 computers. Furniture cannot be moved in this classroom.
- WHH 117 is a flexible classroom – the tables may be rearranged. Library staff will not reconfigure the furniture for a reservation. If desired, the user must arrive prior to the stated time to rearrange the furniture and/or contact the Classroom Management Office (link) (CMO) to do so. Afterward, the furniture must be returned to its standard configuration. All reservations should take into consideration the time needed to move furniture before and after.