



LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Library Space Use and Reservation Policy	Page 1 of 6
Policy Number: LIB-SPACE-202	Supersedes: N/A
Effective Date: August 28, 2019	Previously Issued: August 1, 2009

1. Statement of Policy:

1.1. The library offers several spaces, which may be reserved for non-library use. This policy is intended to establish parameters for the reservation and use of these spaces.

1.2. For filming and photography requests please see the [Filming and Photography](#) policy.

2. Definitions:

2.1. The following spaces are referenced in this policy:

2.1.1. Library Instruction Rooms – WHH 117 and WHH 118

2.1.2. Library Digital Classroom – WHH 324

2.1.3. Von der Ahe Suite – WHH 322

2.1.4. Library atria

2.1.4.1. Level 1 atrium – Central lobby and the John F. Grundhofer Resource Court (“new books” lounge)

2.1.4.2. Level 2 atrium – The Rose Hills Foundation Reading Room (fireplace lounge)

2.1.4.3. Level 3 atrium – Howard B. Fitzpatrick Court (elevator landing and central lobby)

2.1.5. Library entrance – Entryway under the awning

3. Policies/Procedures:

3.1. General policies applicable to all spaces

3.1.1. To meet the mission, goals, and objectives of the library, priority for the use of library spaces is given to library meetings, library instruction sessions, and library events.

3.1.2. The library reserves the right to refuse a reservation if the use would create inappropriate noise and/or activity.

3.1.3. All reservations must be made in advance.

3.1.4. Spaces may be reserved for use during the library's open [hours](#).

3.1.4.1. To use spaces outside normal library hours, special arrangements must be made with [Library Administration](#).

3.1.4.1.1. A Public Safety officer must be present at the entrance of the library during events that are outside normal library hours. Contact the [Department of Public Safety](#) to make arrangements. Any accompanying fees must be paid by the user.

3.1.4.2. Spaces may not be reserved when the library is closed all day.

3.2. [Library Instruction Rooms](#) – WHH 117 and 118

3.2.1. WHH 117 and 118 are not available for regularly scheduled classes through the Registrar's Office. These rooms are primarily intended for library instruction sessions taught by reference librarians and are only available for "one time" sessions.

3.2.2. Classrooms are kept locked at all times. Bring confirmation to a service desk, and a library staff member will unlock the classroom.

3.2.3. Only LMU faculty and staff may request WHH 117 and 118. In addition, an LMU faculty or staff member must be present in the room on the date and time of their reservation.

3.2.4. Non-library reservations during business hours (Monday through Friday, 8 a.m. – 5 p.m.) may only be made 1 week in advance.

3.2.5. Reservations may not begin between 8 p.m. to 8 a.m., or on Saturdays, Sundays, or holidays.

3.2.6. Typical reservations are between 1-3 hours long.

3.2.7. Generally, recurring (e.g., every week) reservations cannot be made.

3.2.8. The library cannot offer technical support for the classrooms. Contact [Classroom Support](#) for assistance.

3.2.9. Furniture in WHH 117 may be reconfigured to fit the needs of the user, according to the following guidelines:

3.2.9.1. Library staff will not reconfigure furniture for a reservation.

3.2.9.2. After their event, the user must return furniture to its standard configuration.

3.2.9.3. It is up to the user to allot time in their reservation to rearrange furniture as needed prior to the beginning of their event and as required after the end of their event.

3.2.10. To reserve WHH 117 or WHH 118, fill out the [Library Instruction Classroom Reservation Form](#). To schedule an information literacy instruction session, fill out the [Library Instruction Request Form](#).

3.2.11. Instruction Room – WHH 117

Available Configurations	Hollow square or U-shaped table set up
	Traditional classroom seating
Maximum Occupancy	24
Minimum Advanced Time Required to Reserve	2 business days
Maximum Advanced Notice for Reservations during Business Hours	1 week
Blackout Periods (for non-library reservations)	First 4 weeks of the semester
	Finals week
	When the library is closed. See 3.1.4.
Food, drinks, and catering availability	No

3.2.12. Instruction Room – WHH 118

Available Configurations	Computer lab with 36 computers— not moveable
Maximum Occupancy	36
Minimum Advanced Time Required to Reserve	2 business days
Maximum Advanced Notice for Reservations during Business Hours	1 week
Blackout Periods (for non-library reservations)	First 4 weeks of the semester
	Last 2 weeks of the semester
	When the library is closed. See 3.1.4.
Food, drinks, and catering availability	No

3.3. [Digital Classroom](#) – WHH 324

3.3.1. This space may be reserved for semester-long classes through the Registrar's Office.

3.3.1.1. These semester-long classes are generally Monday-Friday, between 8:00 a.m.–5:00 p.m.

3.3.1.2. Reservations for evening and summer classes must be approved by the Dean of the Library.

3.3.2. This space may be reserved for one-time events if there are no classes scheduled in the room.

3.3.3. Only LMU faculty and staff may request WHH 324. In addition, an LMU faculty or staff member must be present in the room on the date and time of their reservation.

3.3.4. Furniture may be reconfigured to fit the needs of the user, according to the following guidelines:

3.3.4.1. Library staff will not reconfigure furniture for a reservation.

3.3.4.2. After their event, the user must return furniture to its standard configuration.

3.3.4.3. It is up to the user to allot time in their reservation to rearrange furniture as needed prior to the beginning of their event and as required after the end of their event.

3.3.5. For more information, or to request a reservation for one-time events, contact [Library Administration](#).

Available Configurations	Flexible. Chairs and tables are moveable.
Maximum Occupancy	35
Minimum Advanced Time Required to Reserve	2 business days
Blackout Periods (for non-library reservations)	When the library is closed. See 3.1.4.
Food, drinks, and catering availability	No

3.4. Von der Ahe Suite

3.4.1. The Von der Ahe Family Suite is a venue for University events hosted by University leadership. For more information, see the [Von der Ahe Family Suite Policy](#).

3.4.2. To reserve this space, contact [Event Services](#).

Available Configurations	Flexible. Contact Events Services for options.
Maximum Occupancy	100
Minimum Advanced Time Required to Reserve	5 business days
Blackout Periods	Finals week University blackout dates
	When the library is closed. See 3.1.4.
Food, drinks, and catering availability	Yes

3.5. Library atria

3.5.1. The library atria may not be used for events, including tabling, by non-library units except when those events are co-sponsored by the library.

3.5.1.1. Use of the level 3 atrium for events must be approved by the Dean of the Library.

3.5.1.2. Library staff will not reconfigure the glass display cases and guests are not permitted to move these cases. Guests and catering services are not permitted to place food or catering items on these cases.

3.5.2. Catering is only permitted for events that are co-sponsored with the library, or with the approval of the Dean of the Library.

3.5.3. Events in the library atria are not permitted during the first two weeks or the last four weeks of the semester.

3.6. Library entrance

3.6.1. The space immediately outside the entrance of the library (i.e. under the awning) may not be reserved for non-library events except when those events are co-sponsored by the library.

3.6.2. Placing a-frames, easels, or other freestanding items in these areas is not permitted. Such items will be removed. Exceptions include:

3.6.2.1. Library-sponsored programs

3.6.2.2. Directional signage on the day of an event happening in the library.

3.6.3. Catering is only permitted for events that are co-sponsored with the library, or with the approval of the Dean of the Library.

3.7. Special considerations for off-campus entities

3.7.1. Use of library spaces by off-campus entities is generally not permitted.

3.7.2. Such use must serve LMU's academic or administrative objectives.

3.7.3. Reservations for off-campus entities must be sponsored by a campus office or department.

3.7.3.1. LMU sponsoring representative(s) must attend the event.

3.7.3.2. The sponsor must pay for catering, rentals, servers and other expenses, with the off-campus entity reimbursing the campus sponsor.

3.7.3.3. The sponsor is responsible for any damages.

3.7.4. Reservations by schools and other organizations for groups of minors must include adult chaperones according to the following minimum ratios:

3.7.4.1. One adult per ten K-12 students.