

University Library Facilities Pricing and Policies

Request should be submitted **no less than 2 weeks prior to event date**. Submission of a reservation request does not guarantee a confirmation of the event.

Hourly leasing fees for the following venues:

Hourly Rate		
Mancillas Courtyard	\$ 50.00	Maximum occupancy: 267
Event Gallery (Piano Rm.) (seats a total of 30)	50.00	Maximum seating occupancy: 30
LIB 5th floor-south Commons Area	80.00	Maximum occupancy: 169
LIB 5th floor-south Commons Area w/use of Events Gallery (Piano Rm.)	130.00	Maximum occupancy including both venues: 199

***Should you need to reserve your desired facility in the Library a day or half day prior to your event, additional rates are as follows:**

One day prior – a flat fee of \$100 per day; and

Half day prior – a flat fee of \$50 per day

Parties leasing Library facilities are solely responsible for the ordering of equipment necessary for their event such as food/serving-tables, extra large trash cans, podiums, additional chairs, etc. from Facilities Services regarding the setup for their event.

When an event is catered or food and/or beverages are served, an additional charge for cleaning will apply; this is required. Therefore, please be sure to add this cleanup service to your Work Order. The custodial cleanup fee is determined by Facilities Services.

All fees are charged for the Reservation period only which includes the set-up and tear-down for the day of the event, within a couple of hours only; *setup fees will apply for half or whole day setups (please see flat rate fees above). Please be sure to include your chartfield or department account number below where requested on page three.

It is your responsibility to make sure that the venue you reserve/lease is returned to its original design layout. Please make arrangements with Facilities Services movers to ensure that this is executed after your event has concluded. This only applies if the venue reserved was rearranged for your event.

Please be prepared for your event. Should you need any additional furniture (that the Library does not provide), setup items, paper, pencils, pens, etc. for your event, please be sure to bring them with you and/or order them from Facilities Services or the appropriate vendor.

The University Library is not responsible for the loss of or any stolen items left unattended or left within the Library after an event or meeting reserved by the lessee or person who reserved a designated venue.

****Cancellations** of any or all reservations should be made (notification to Univ. Library Administration in writing) at least three (3) days in advance of your scheduled event.