

## **POLICY: Marriott Library Lobby Table Space**

### Policy Scope

To define the requirements for and terms of the usage of Table Spaces.

### Definitions

- A. Table Space – At either entrance of the library, on level 1 (West) or 3 (East), a table and two chairs can be set up in the lobby for the use of University students, staff, faculty and University or Library sponsored groups.
- B. Billable Chart Field – the complete list of codes for the department within the University requesting use of the Table Space that is active and can be billed.
- C. Vendor – Individual or Group located at the table during the reservation that interacts with students, patrons, and staff.

### II. Policy

- A. Individuals affiliated with the University or sponsored by the University can request a reservation to use the Marriott Library Lobby Table Space. Groups or individuals outside the University of Utah cannot schedule the Marriott Library Lobby Table Space for use.
- B. The Use Fee for the Lobby Table Space is \$50.00 per event/day. This fee covers our costs for set up, including coordination and wear and tear on furnishings.
- C. A billable chart field must be provided to the Marriott Library before a reservation can be confirmed. The Marriott Library reserves the right to cancel use of the space if payment cannot be arranged prior to the scheduled time.
- D. To request the use of a table space, you must submit a Table Space Reservation Form. Any further questions can be directed to the Library Events and Scheduling Coordinator.
- E. Buying or selling of goods or services, panhandling, and soliciting donations of any kind is not allowed in the Library.
- F. Giving out baked, home cooked, or prepared food is prohibited as outlined in the [University Food Handling Guide](#).
- G. Passing petitions, conducting surveys, distributing pamphlets or other materials directly or indirectly to library patrons or staff is permitted if approved by the Library and the University and represents an academic or University purpose as outlined in [University Policy 1-007](#).
- H. Decorations or modifications to the Lobby Table Space should be limited to temporary decorations that do not require mounting objects from the ceiling or walls using implements or adhesives, including tape. 3M command products are permitted but are not provided by the Library.
- I. Marriott Library Lobby Table Space must be reserved a minimum of 48 hours in advance.
- J. Music is not permitted in the Marriott Library Lobby Table Space.

- K. Library entrances, exits, corridors, hallways, and stairwells must be kept unobstructed at all times.
- L. Vendors should not harass or aggressively approach library patrons.
- M. Tables and chairs provided by the library may not be moved to a different location, including outside. The campus scheduling office is responsible for outside reservations.
- N. Failure to abide by any of these policies may result in loss of table space use and/or expulsion from the library.
- O. If the event is canceled less than 24 hours before the scheduled time, it will result in a full charge of \$50.

III. References

- A. Food Handling Guide
- B. 1-007, University Policy

IV. Responsible

- A. Policy owner: Marriott Library Events and Scheduling Coordinator and Head of Library Facilities
- B. Policy approved by: [council or executive and date approved]
  - 1. Council: August 14, 2014
  - 2. Executive Council: August 18, 2014

V. History

- A. Revised: [date] / Location - [StaffNet Policies and Forms Library](#)
- B. Earlier Versions: [Policy Archive Folder](#) - [location and/or link to document]

Note: Policies should be reviewed at minimum every three (3) years.