POLICY: Gould Auditorium Policies

I. Policy Scope [identify if this policy is intended for public, staff, or both]
   A. Staff and Public scheduling the Gould Auditorium for Events.

II. Definitions for the purpose of this policy, Reservations by type:
   A. “Event”: All advanced reservations made more than 48 hours in advance and that are not for a University Course or Library Class, including but not limited to lectures, meetings, workshops, or trainings.
   B. “University Course”: Offered by a degree-granting program at the University of Utah which, when completed, will result in the awarding of credit hours verifiable through the Office of the Registrar.
   C. “Library Class”: A training session taught or co-created by an employee of the J. Willard Marriott Library for the purpose of learning library research and technology skills or to obtain information about library services and resources.
   D. Public events are defined as:
      1. Advertised/open to the community or
      2. Easy to walk in and pick up food or
      3. Funds solicited through sales
   E. Private events are defined as:
      1. Limited to a known University group

III. Policy
   A. The Gould Auditorium can only be scheduled for Library sponsored events, and University sponsored events a maximum of 90 days prior to the event.
   B. Groups or individuals outside the University of Utah cannot schedule the Gould Auditorium for use.
   C. The Use Fee for the Gould Auditorium is $250.00 for private events.
   D. Public events can be scheduled free of charge.
   E. Only tables and chairs and presenters podium are included in your reservation.
   F. If the event is canceled less than 24 hours before the scheduled time will result in a full charge of $250.
   G. Audiovisual recording and custom AV technical support are available for additional fees and must be coordinated 2 weeks in advance of the event date. A description of AV equipment available in the room can be found in the equipment tab.
   H. Events must begin and conclude within the posted library hours. Check Library hours for breaks and holiday hours prior to scheduling an event. Any event that extends beyond posted library hours will be subject to a $50.00 charge per hour or partial hour past closing.
   I. Any event that extends beyond posted library hours will be subject to a $50.00 charge per hour or partial hour past closing.
J. Additional fees may be assessed following an event.
K. 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 an event if payment cannot be arranged prior to the scheduled time.
L. Decorations or modifications to the Gould Auditorium 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.
M. To maintain quality service and ensure that the Gould Auditorium can be cleaned and prepared for each event, there is only one event per day and one per weekend.

IV. References

V. Responsible
   A. Policy owner: Facilities Management
   B. Policy approved by:

VI. 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.