THURGOOD MARSHALL LIBRARY
CURRICULUM LABORATORY RESERVATION AND ROOM POLICIES AND PROCEDURES

Effective 9/2/2014

Aligned with the library goal to provide the best environment conducive to academic study and research, the Curriculum Laboratory will be used for activities and events that require use of instruction and curriculum materials only. Room requests and reservations for the Curriculum Laboratory must require use of the materials in the Curriculum Laboratory. The second floor of the library is a quiet space, therefore activities and events should be of quiet to normal noise level. Examples of acceptable events include:

- Lectures
- Speaker series
- Class presentations
- Seminars

Below is a list of events that are **NOT ALLOWED** in Curriculum Laboratory:

- Luncheons
- Dance and Show practices
- Celebrations/parties
- Events with amplified or loud music or percussive instruments
- Loud, interactive training

In order to accommodate requests, **TWO (2) RESERVATIONS** per requestor per month are allowed. The library or Curriculum Laboratory may **not serve as an assigned classroom**.

Room requests must be made seven (7) days in advance of the event. Reservation requests **can only be scheduled** for Monday thru Friday and not during open operating hours for students. **Saturday events may be approved in advance and only if a library staff person is available. No Sunday events are allowed.**

**Policies and Procedures for use:**

- **Food is not permitted in the Curriculum Laboratory.**
- **Please do not install, tape or mount any materials on the walls of Curriculum Laboratory.**
- **Please only use the furniture in the Curriculum.** (Moving furniture from the library areas, i.e., chairs, tables, stools is prohibited).
- **Please contain your event within the Curriculum Laboratory and not in the stacks area. Tables and chairs should not be moved from the library common area (i.e. hallways, book stacks, etc.)**
- **Please do not change the room arrangement of the Curriculum Laboratory. The set-up in the Curriculum Laboratory is permanently arranged classroom set-up.**
Please push in all chairs to the tables and pick up any paper, trash or debris.

- Do not reshelving any materials that are used during the reservation, place materials used in the reshelving area located on the Periodicals to Reference Row, below the “Place books here to be reshelved” sign.

- Students are not permitted to be in the Curriculum Laboratory unattended. Faculty/Staff members MUST attend events scheduled in the Curriculum Laboratory. Events will be monitored by library staff to ensure the presence of the faculty/staff member. Any event held without the faculty/staff member present will be canceled and the requestor will be disqualified from using the Curriculum Laboratory for the remainder of the academic year. Also, any scheduled event that is misrepresented by a requestor will be canceled and will result in the being disqualified from using the Curriculum Laboratory for the remainder of the academic year.

- Any violation of policies and/or procedures will also be disqualified from using the Curriculum Laboratory.

I have read and understand the policies and procedures for the use of the Thurgood Marshall Library Curriculum Laboratory.

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Name

________________________________________
Department