

Room Reservation Policies (Tarver)

The **Thigpen-Parsons Memorial Seminar Room** and the **Elam-Alexander Room** may be reserved by members of the Mercer community and are intended for meetings, presentations, events, and gatherings by the Mercer community only.

- These rooms may be utilized Monday - Friday during in-person services hours. Saturdays and Sundays will be dependent on hours and availability.
- Room reservation requests should be sent to the Public Services Librarian no later than 48 hours before the space's use. Any requests made after this time will be considered on a case-by-case basis.
- Patrons must abide by library policies and remain respectful to the patrons and environment.
- Rooms may not be reserved by Mercer students, faculty, or staff on behalf of outside groups. They are intended only for Mercer meetings or events.

Policies

- Organizations must provide a greeter and/or signage at Library entrances to facilitate participant access to and navigation in the Library.
- Advertisements in the media must be authorized in advance by the Library.
- The advertising of any product, book, software, merchandise, event, or use of the meeting room for private profit is prohibited.
- Smoking/vaping, chewing tobacco, and alcoholic beverages are prohibited.
- At the end of a function, the event space(s) must be left clean. All garbage, catering equipment, etc., must be removed. There will be a \$200.00 charge to clean up after any function requiring excessive attention.
- Organizations are responsible for all costs associated with any damage to the event space during its use, as determined by the Library.
- Any organization may be prohibited from using Jack Tarver Library event spaces for violating any of the guidelines or library standards of acceptable behavior.

Questions? Please contact Circulation at library_circulation@mercer.edu or [\(478\) 301-2961](tel:4783012961).