

Library Events Policy (Tarver)

Mercer University Libraries are proud to offer a variety of safe and welcoming spaces for research, collaboration, creativity, and discovery. The following policies apply to all reservable event spaces, including our meeting rooms and shared environments. Event spaces are exclusively reserved for Mercer students, faculty, staff, and alumni. Prior authorization must be given for clubs, organizations, or associations to host events or programs in the library.

Coordinators

Academic, organizational, and administrative entities wanting to host events or programs in the library must appoint an “Event Coordinator” as a point of contact.

- The coordinator must be affiliated with Mercer and have a valid MUID.
- The coordinator will be the primary contact between the campus unit hosting the event and library staff.
- The coordinator must communicate with the Public Services Librarian before an event is officially scheduled.
- The coordinator will be responsible for all communication with library staff related to set-up, catering, delivery, custodial, or other specialized services.
- The coordinator will be responsible for communicating all behavioral, organizational, and environmental policies / procedures to its vendors and affiliates relating to the event.
- The coordinator is responsible for the set-up and clean-up of space and library resources used during the event.

Scheduling

- Spaces must be reserved at least **five** business days before a scheduled event. Certain spaces may have different scheduling guidelines depending on the needs of the event.
- Reservations must be made through the Public Services Librarian.
- Priority will be given to academic and student events.

Expectations and Etiquette

- If a Coordinator does not abide by the expectations in this policy, future events may not be approved.
- Events cannot interfere with daily library functions. Participants are expected to respect library spaces and library patrons.
- Mercer University Library staff reserve the right to decline or cancel an event anytime.