

Meeting Room Reservations Policy (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 service hours.
- 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.