

## Meeting Room Reservations Policy (Tarver)

The **Thigpen-Parsons Memorial Seminar Room** and the **Chappell Classroom** 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 made using the [Reservation Request Form](#).
- Patrons must abide by library policies and remain respectful to the patrons and environment.
- Rooms may not be reserved by Mercer faculty or staff on behalf of outside groups. They are intended only for Mercer meetings or events.