



Atlanta University Center Robert W. Woodruff Library

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

POLICIES & PROCEDURES FOR USE OF VIRGINIA LACY JONES EXHIBITION HALL

The Robert W. Woodruff Library (RWWL) of the Atlanta University Center (AUC) permits activities in the Virginia Lacy Jones Exhibition Hall and other facilities that concur with its mission to support the learning, teaching, and research needs of the AUC member institutions.

USE OF FACILITY

AUC faculties, staff, students and external organizations must submit a *Facilities Request Form* to reserve the Exhibition Hall. Use of this facility is neither an endorsement nor agreement by the Library of the user's beliefs, missions, views, and opinions. Activities that advocate discrimination on the basis of race, ethnic origins, age, religion, gender and sexual orientation are not permitted.

General Guidelines

- ◆ AUC member institution faculties, staff, students in good standing are permitted use of the facilities without charge.
- ◆ Other individuals and groups are charged \$100.00 per hour or fraction of an hour.
 - Fees must be paid two weeks in advance of the activity.
 - Payment may be made by cash or money order.
 - Refund of fees is given only for cancellation of an activity, if the cancellation is received 24 hours prior to the event. Refunds will be made by check within two-weeks from the date the refund is approved. (*Fees charged to cover exceptional expenses incurred by the Library for the activity, will not be refunded.*)
- ◆ All users may be charged fees for expenses the Library may incur for exceptional services such as activities held after hours or services that must be contracted to vendors.
- ◆ The CEO/Library Director must approve all exhibitions in the Library.

Rules & Regulations

Sales

Activities must be free to participants or attendees.

Generally, there are no sales or collection of monies for activities in the Library, with the exception of book sales for books signings. The CEO/Library Director must give advance approval for any sales.

Responsibility/Liability

The user must take full responsibility for the activity and must adhere to the Library's policies, rules and procedures. The user is responsible for all financial matters in connection with the activity including any costs to replace or repair damage to Library's facilities, equipment, and furnishing.

Advertisement and Media

To ensure appropriate use of Library's official name and graphic identity, all electronic or printed promotional materials (advertisement, news releases, media advisories, flyers, posters, etc.) must be submitted to the RWWL Communication Manager for review, revision and approval prior to distribution. The Library must be notified of any potential media coverage of the Exhibition Hall activity and media outlets expected to attend to ensure appropriate access and oversight.

Hours

All activities must be held during Library hours. Events must end ½ hour before Library closing.

Recording

Recording of activities including audio, filming, and photographs must be approved by the Library in advance. Recording is restricted to the area where the activity is held.

Food, Drinks, and Alcohol Beverages

- ◆ The Library must be notified in advance if food, drink will be available at the activity. Food provided must adhere to all state and federal health regulations.
- ◆ Alcoholic beverages will not be approved for any student sponsored events.
- ◆ Food and drinks must be consumed only within areas approved for the activity.
- ◆ The Library assumes no liability for any food or drinks served and consumed at users' activities.

Registration and Signage

All activities must take place within the assigned area including registration.

No signage or informational materials such as announcements and invitations may be posted nor distributed on the Library's property without prior approval.

Security

Security for activities is encompassed within the routine duties of the Library's Security Office to monitor and secure the building and its occupants. Additional security needs and use of outside security persons must be cleared in advance with the Library's Security Coordinator.

Children in the Library

Children attending and participating in activities must be under the supervision of an adult and should not be allowed to wander and run in the Library.

Pets

No animals or pets are allowed in the Library with the exception of service animals.

Parking

The Library can not guarantee and generally does not reserve parking for activities. Employees of RWWL, CAU Mass Media, and WCLK have priority parking in the Library's lot during weekdays 8:00 a.m. – 4:00 p.m. The parking lot is open to students and visitors during other Library hours. Buses are not permitted to park in the Library's lot.

Exhibitions

- ◆ Those requesting to exhibit in the Library must take full responsibility for the materials and persons involved in the installation, display, and removal of the exhibit.
- ◆ The Library provides no assistance in the installation and removal of the exhibit.
- ◆ The Library will not insure the exhibit and has no responsibility or liability for the theft or damage of materials on exhibit or injury of the persons who install and remove the exhibit.
- ◆ Activities such as receptions, media coverage, and exhibit hours must adhere to the same rules, regulations, and procedures as all other activities in the Exhibition Hall. Any exceptions must be documented in a written agreement signed by the CEO/Library Director and the exhibitor.

Set-up and Clean-up

The Library provides **auditorium style** set-up arrangement in the Exhibition Hall for up to 200 chairs, two tables, and podium with a microphone. **If an alternative set-up is desired the user will be responsible for the physical arrangement of the space.** The user is responsible for:

1. clean-up the Exhibition Hall at the close of the activity (remove food and paper, clean table tops, take down signs, and place trash in cans, etc.)
2. return of wireless microphone to library podium (if applicable)
3. advising Library of any damage to or problems with facilities, furnishings or equipment.

I have read this document and by signature will comply with the policy and procedures governing use of the RWWL Exhibition Hall

SIGNATURE: _____
(Exhibitor or person responsible for event)



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EXHIBITION HALL REQUEST FORM

The following information is required to reserve a date for an event in the Robert W. Woodruff Library. **Requests must be submitted 10 working days in advance of the date of the event.** All requests must be sent via email to: afavors@auctr.edu. **Phone calls and messages will delay request.**

Note: *Please be advised that giving the required information is a request and not to be assumed a confirmed reservation. Event contacts must read and verbally acknowledge understanding of the "Advertisement & Media" section of the attached Exhibition Hall policy prior to confirmation. The Director's Office will contact you via email with a confirmation.*

Organization _____

Name _____

	First	Last	
Telephone(s)	_____	_____	_____
	Daytime	Evening	Cell

Email Address _____

AUC Affiliation _____

School	Department	Dean/Advisor (if applicable)
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_____	/	_____
Advisor Signature		Telephone#

Event _____

Day	Date	Time (beginning & ending)
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Description of Activity:

Participants _____ Name of Speaker _____

Equipment Needs _____

(Upon request, the Library will provide P/A System, Podium and Screen--Only)

Refreshments _____

(Type of refreshments to be served/ Name & contact # of vendor)