

# POLICY ON THE USE OF LIBRARY SPACE FOR NON-LIBRARY PURPOSES

## ***Library Mission Statement***

All space in the Library is dedicated to the fulfillment of its mission: the acquisition, organization, use and circulation of library materials in both traditional and non-print formats; access to information in electronic format; and the provision of space to the UCSF community for study and research. A secondary mission is to provide, under certain restrictions, access to material and information by the health sciences community and the public-at-large. All space within the Library is dedicated to these functions, but certain areas have been enhanced to provide an aesthetic dimension to the Library as a place of contemplation. Exception to this policy will be made for campus departmental VIP activities that further the overall mission of the UCSF campus community. Specifically, this exception to policy is restricted to use of the fifth floor Lange Reading Room by non-Library staff.

## ***Approvals for Use of Library Space and Scheduling:***

Approval for non-library use of public space must be obtained from the University Librarian or her designee. Scheduling of Library space is the responsibility of the Library Administration Office (476-8293). The Library requires at least one month notice for Lange Room reservations. The Lange Room is not accessible outside normal Library hours or on weekends for any reason.

## ***LANGE ROOM RESTRICTIONS***

The consumption of food and beverage is strictly prohibited within the Library because of the danger posed to library materials, including, but not limited to, damage caused by spillage of food or beverage, and/or the attraction of insects and rodents. Exception to this food and beverage policy may be requested for Lange Room Events but is subject to University Librarian (UL) approval. **At no time may event activities take place outside of the Lange Room (e.g., no outside reception tables, no food carts).** The UL-approved use of the Lange Reading Room is subject to the following additional restrictions:

1. The types of foods that will be permitted upon approval are restricted to Continental Breakfast (e.g. danish, bagels, fresh fruit, etc.), or standard party hors d'oeuvres (e.g. crudités with dip, appetizers, etc.)
2. No outside caterers may be used. Approved users of the Lange Room are expected to utilize Moffitt Catering Services.
3. The maximum number of attendees may not exceed 60 and the Lange Room doors must remain closed throughout the event.
4. The end of the event, including breakdown and return of the Lange Room to its original state must occur one hour prior to Library closing.
5. In addition, the following restrictions to the Lange Room also apply:
  - a) No sit-down meals of any kind
  - b) No dinners
  - c) No music
  - d) No full buffets
  - e) No access to the Lange Room Terrace
  - f) No preparation of food on-site
  - g) No food or beverage outside of the Lange Room
  - h) No foods or beverages that may cause stains (e.g. red wine, red condiments, and dark-colored beverages)
  - i) No distilled spirits

Access to the fifth floor for the delivery of Moffitt catered items to the Lange Room is via service elevators only. Food delivered to the Lange Room must be covered. A *“Request for Use of Alcoholic Beverages”* is required for serving beer or white wine.

## ***Security***

The security of the Library building and materials are of paramount importance. Access to the loading dock and service elevator is secured for the protection of library employees, material and equipment. The loading dock door cannot be propped open and/or left unattended under any circumstances. All Library doors, including Terrace doors, are locked and alarmed.

## ***Set Up and Breakdown***

Set up and breakdown of events held in the Lange Room is the responsibility of the user. Library staff is not permitted to assist in set up or break down, or in any other activity related to the event. The room must be restored to its original state at the conclusion of the event and at least an hour prior to closing. The Lange Room is equipped with a variety of approximately 20 chairs. An additional 60 stacking chairs are available in the Library for use in the Lange Room. The chairs are stored in the Library and arrangements to use them and the set-up parameters are the responsibility of the user via Facilities Management (476-1695). If the room is not cleaned and restored to its original state immediately following an event, an additional \$75.00 facilities charge and any additional FM fees the Library incurs may be added to the \$300.00 per one-day event fee. These costs are in addition to those costs required to return the Lange Room and its furniture to pre-event condition. Materials used in serving of food and beverage, including food debris, must be removed promptly and discarded away from the Library premises to the gray garbage dumpsters across from the Library loading dock area. In addition, any furniture and/or equipment moved before or during the event must be returned to its original location promptly after the event. Arrangements for audio-visual equipment can be made through Classroom Support (476-4310). Food set-up, registration or sign up tables are not permitted in the hallway outside the Lange Room entrance or in any other area of the Library. It is the responsibility of the user to remind guests to be mindful of the Library mission and to be quiet when moving about the building.

## ***Costs***

All costs associated with the use of the Lange Room space are to be borne by the user. The Library cannot assume any expenses.

## **USER CHECKLIST FOR USE OF THE LANGE READING ROOM**

### ***Scheduling:***

- UCSF Faculty, Staff and Student groups may schedule the Lange Room.
- The Lange Room is available by exception during Library hours only, Monday through Friday.
- All events, including breakdown and return of the room to its original state must conclude at least one hour prior to Library closing.
- The Departmental On-Site Coordinator must be present at all times during the event, including set-up and break down.
- It is the responsibility of the On-Site Coordinator to assure the room is returned to its original condition.
- Maximum capacity is 60 persons.
- At no time may event activities take place outside of the Lange Room, e.g. no outside reception tables, no food carts, etc.**

### ***Contribution:***

- The Lange Room is available at the rate of \$300 per event per day or any portion of a day effective 9/1/02.
- An additional \$75 facilities charge may occur if the room is not restored to its original state, and additional costs for clean up are borne by the user.
- An additional \$25 assessment will be added for keys or access cards not returned to the Library.
- The Library cannot assume any expenses associated with the event and all costs are borne by the user.

### ***Security:***

- Any keys or access cards issued for the event must be returned to Library Administration immediately after the event.
- Loading dock doors may not be propped open unattended.
- Any additional security deemed necessary by the Library shall be the responsibility of the user.
- An identified departmental contact must remain for the entire event period.
- No open flame is permitted in the Lange Room..

### ***Consumption of Food and Beverage***

- The consumption of food and beverage is strictly prohibited within the Library.
- This policy is waived for Lange Room events upon approval of the University Librarian and is restricted to Continental Breakfast or standard party hors d'oeuvres catered by Moffitt Catering Services.
- On-site preparation of food is **not permitted** in the Library or the Lange Room under any circumstances.
- Food and beverage served in the Lange Room **may not**, under any circumstances, be carried out of the room to other parts of the Library.
- Food delivered to the Lange Room **must** be covered.
- Red wine, red or dark condiments, red or dark sauces, red punches or beverages are **prohibited** in the Lange Room.
- White wines and beer are permitted only with the completion and forwarding of the "*Request for Use of Alcoholic Beverage*" to Student Affairs.

### ***Set Up and Break Down***

- For all events one hour is provided at either end of the event, for set up or break down subject to Library hours.
- For all events the On-Site Coordinator **must** be present at all times during the event, including set-up and break down
- Set up and break down arrangements (including costs) are the responsibility of the user.
- Library staff are not permitted to assist in set up or break down of events.
- The room is equipped with a variety of approximately 20 on-site chairs.
- Stacking chairs (approximately 60) are available in the Library and are accessible by Facilities Management.
- Arrangements for set up and break down (including stacking chairs) are the responsibility of the user and can be arranged for directly with Facilities Management (476-1695).
- Arrangements for audio-visual equipment are also the responsibility of the user and can be arranged with Classroom Support Services (476-4310).

### ***Noise***

- It is the responsibility of the user to notify all attendees to pay special attention to the quiet, study environment of the Library.
- Entrance doors to the Lange Room must be kept closed during all scheduled events.
- If conversation is necessary in public areas, please be mindful of the Library's mission.

### ***Approvals:***

- Approval for non-library use of library space must be obtained from the University Librarian or her designee. A signature on the reservation form indicating your understanding of
- the attached *Policy on the Use of Library Space for Non-Library Purposes* is required before the reservation can be accepted and the room reserved.
- Your reservation is not confirmed until you are notified of approval by Library Administration. Please do not advertise the use of the Lange Room for your event without receiving written approval from the University Librarian for your event.