

UWGB Library

Event Space Use Guidelines



Planning an event

1. If you would like to host an event in the library, please contact library staff to determine what, if any, library space will be appropriate.
2. Requests for events should be made at least 4 weeks in advance.
3. Spaces are only available during library open hours. No person or organization may come into the space before or stay after open hours.
4. All requests for events will be considered for approval by the Coordinator of Public Services.
5. Student-facing events are given priority.
6. The Library Director reserves the right to deny requests for any events that may be disruptive to student study in areas that are set aside for that purpose.
7. Events formally sponsored by the UWGB Library receive the highest priority.

Event Setup/Cleanup

1. The UWGB Library will not provide technology or technology support for events. Technology and technology support can be requested through GBIT.
2. Food and drinks are allowed in the library except at computers.
3. Setup and takedown are the responsibility of the person or group requesting the event.
4. Spaces must be returned to their original configurations and in clean condition post-event.

Other Considerations

1. Events taking place in areas set aside for student study must allow students to utilize those spaces and pass in and out of the spaces as they wish.
2. The group sponsoring the event is responsible for arranging any accessibility accommodations for participants.
3. Noise should be contained in the event area. (e.g. events on 4th should not be audible on 3rd)
4. Events must not disturb other library operations. The UWGB Library reserves the right to terminate any event that causes undue disturbance or endangers health and safety.
5. Marketing is the responsibility of the requesting individual/group.
6. The UWGB Library may elect to assist with promoting events if given notice ahead.
7. The UWGB Library staff or a student employee of the Library will be present for every event. There may be an associated charge if it is outside of business hours (7:45 am – 4:30 PM).
8. Users are responsible for following all UWGB and Universities of Wisconsin policies, including the UWGB Libraries general building guidelines.