Library ScholarSpace User Agreement

The ScholarSpace will be used for hosting visiting lecturers, public events and scholarly communication on campus. Library faculty and staff will have priority use of this room.

The library will schedule the ScholarSpace for events during regular library hours.

The library will promote ScholarSpace events by posting them on the Rod Library calendar and website. Units/departments can work with University Relations (319-273-2761) to publicize events beyond the Rod Library community.

The ScholarSpace holds a maximum of 100 people. If you have a need for space for 50 people or less, we will help you locate another space within the library.

The ScholarSpace can be reserved by all members of the University of Northern Iowa community.

Should you choose to have food/beverages at your event in the ScholarSpace, you will be required to adhere to the following rules:

1. Your group is responsible for supplying the food/beverages, serving items, utensils, and any other items needed to serve. Please follow University food and beverage policy for events on campus. http://www.uni.edu/policies/1317 and http://www.uni.edu/policies/1318

2. Your group must do a thorough cleanup of the room at the immediate end of your event. All trash must be picked up and put into the trash receptacles. All leftovers must be removed and taken with you or moved to the staff lounge. All surfaces (tables) need to be wiped clean. If the room needs vacuuming, please let the appropriate library staff know this. If the room is not cleaned, there will be a $25 charge.

3. The furniture in the room will be set as a default arrangement. If you rearrange the room to fit your needs, please remember to put the furniture back the way it was. If the room is not arranged to fit your need and you would like the library staff to rearrange the room, there will be a $25 charge.

4. There will be technology (computer, lap top, video equipment) in the room for your use. If the library staff has to set up the technology, for presentation purposes, there will be a $25 charge.

Any violation of these policies may result in the organization’s revocation of the use of the ScholarSpace.
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Name of Event ________________________________________________________________

Date of Event ___________________________ Time of Event __________________________

Print Name of Group Rep ________________________________________________________

Signature of Group Rep __________________________________________________________
(I have read the user agreement and agree to abide by the terms in the agreement by signing above)