

## **Usage Policy for the Bromfield Library & Information Commons**

The Bromfield Library & Information Commons exists primarily for Library programs, instructional technology programs, and services which benefit students, faculty, and staff.

Designated spaces of the Bromfield Library & Information Commons may be available to library staff for library-related meetings and events, as well as university faculty and staff for academic meetings and university-sponsored events. All events or meetings are subject to approval by the Head Librarian and the Coordinator of the Information Commons.

**The events must not conflict with Library programs, services, or daily operations of the Library & Information Commons.**

### GENERAL RULES OF USE:

1. The Bromfield Library & Information Commons is to be used for events relevant to the library or the information commons as determined by the coordinators of these respective areas.
2. Individuals or groups from non-University entities must have a designated university sponsor to represent them and facilitate any preparations required. It is the responsibility of the sponsor to submit a setup-form for the event at least 10 business days prior to the event date.
3. Individuals or groups from non-University entities using the Bromfield Library & Information Commons must complete and comply with the Facility Rental Agreement.
4. Individuals or groups using the Bromfield Library & Information Commons shall secure any necessary performance licenses and indemnify the Bromfield Library & Information Commons for any failure on their part to do so.
5. Attendance may not exceed 300 persons inside the Bromfield Library & Information Commons.
6. Individuals or groups using the Bromfield Library & Information Commons accept liability for any damage or loss of property. Please refer to the University Rental Agreement and insurance requirements.
7. Clean-Up: Event hosts and/or catering staff are responsible for room clean-up. Failure to remove trash can result in the loss of future use privileges. Spills on the carpet are to be reported to Bromfield Library & Information Commons' management. Any expenses for extraordinary cleaning or repair of damages are

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the responsibility of the reserving individual.

8. Room Set-Up/Take-Down: Individuals or groups reserving the Bromfield Library & Information Commons space must cover any overtime incurred due to the set-up or take-down provided by University Facilities personnel.
9. A Bromfield Library & Information Commons' staff member must be present during any program or event.
10. In areas where technology could be exposed to damage, drinks in sealed containers are the only food items permitted.
11. Availability of designated Bromfield Library & Information Commons' spaces is determined by the Bromfield Library & Information Commons' Head Librarian and the Coordinator of the Information Commons. Agreement from all parties must be obtained prior to the organization and planning of an event. The final authority for all space use decisions ultimately lies with the Dean and Director of The Ohio State University at Mansfield and the President of North Central State College.

**Event Name** \_\_\_\_\_ **Event Date** \_\_\_\_\_

**I have read and agree to the terms outlined in this policy**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Head Librarian Signature \_\_\_\_\_

Date \_\_\_\_\_

IC Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_