

Cowles Library

Special Event Policy & Procedures

Approved June 2004

Updated August 2009, April 2011, August, 2012

Cowles Library's main special event area consists of the Reading Room and the adjoining atrium area. Other potential event space includes the Glassed-in Room (Room 201), the Conference Room (Room 234A) and the Collier Heritage Room. These areas are primarily used as a study space or a classroom for the university community. It may not be reserved for events during final examinations periods and/or study days. The

The Library space is to provide an exceptional learning environment for the Drake campus and community. Generally, facilities will not to be reserved for personal use. Specifically NO Events sponsored by organizations practicing discrimination based on race, color, creed, sex, age, national origin, sexual orientation, or condition of physical ability are allowed.

Policy and Procedures for Use by Campus Organizations/Departments

Online room request available at <http://library.drake.edu/about-us/room-reservations/>

Events are typically not accepted or scheduled the last 3 weeks of each semester.

- Room availability needs to be done with the Library Event Coordinator (271-3994 or susan.fink@drake.edu). Room must be reserved at least 2 weeks in advance to allow time to make appropriate room arrangements.
 - The Reading Room
 - The Glassed-in Room (Room 201)
 - The Conference Room (Room 234A)
 - The Collier Heritage Room
- Room Rental Cost is zero for campus organizations/departments.
- Room setup decisions need to be made at time of reservation.
 - The Reading Room without tables in it has occupancy of 250 otherwise the occupancy is 190. Room is available approximately between 8am and 10pm depending the day of the week. The room has 12 study tables (4 round, 4 square and 4 rectangle) that each seat 4 chairs. The Atrium has the large table that may also be moved into the Reading Room
 - Room 201 (glass-in room) has 21 rectangle tables that have 2 chairs each and 2 large tables that can seat up to 10.
 - The Conference Room may be used for a small gathering of up to 14 people. The boardroom style room has a big screen monitor and computer at one end.
 - The Collier Heritage Room may be used for a small gathering of up to 12 people. Tables may be brought in to create one large table that seats 12.

Other specifics: The library also has an extra 80 chairs that may be used for events. If the event requires more or different furniture, they will need to be rented at the expense of the event's organizers. Note- there is one coat rack in the building. Delivery and set up of the additional furniture need to be coordinated with the Library Event Coordinator. Decorations or attachments to the walls, ceilings, floors, etc. require prior approval from the Library Event Coordinator and the Library Dean

- Audio-visual requirements need to be made at the time of reservation. The rooms do not have ANY audio or visual equipment. The rooms do have wireless network connections available. Groups may bring their own equipment or request it from OIT – Client Services (formerly Drake Telemedia Department) (<https://drakeoit.wufoo.com/forms/special-events-form/>) or 271-3001. Delivery and set up

of the equipment need to be coordinated with the Library Event Coordinator. **The Library Staff does NOT provide technical support for equipment.**

- Catering needs require using the University's vendor Sodexo (sodexo.catering@drake.edu or 271-3518). Delivery and set up of the food/equipment need to be coordinated with the Library Event Coordinator. Because of the academic nature of the facility, serving *alcoholic drinks* is not encouraged. At the time of making the room reservation, a separate written request to allow alcohol must be submitted to the Library Dean for approval.
- Custodial needs will be reviewed at the time of the reservation. Room setup and catering needs are taken into consideration to determine the need for extra cleaning pre-event and post-event. Library Event Coordinator will contact custodial services. Any event related *extra cleaning expense* will be charged to the event's organizers.
- Book Signings require using the University's vendor, University Book Store (www.drakebookstore.com or 274-3401 – Katie Wilz, Manager). Delivery and set up of the books need to be coordinated with the Library Event Coordinator
- Photographer is not provided and will need to be arranged by the event's organizers. The Library reserves the right to take a couple of photos of the event for their own archives.
- Entertainment has to be approved by the Library Event Coordinator **and** the Library Dean prior to the event to determine if it is appropriate for the facility.
- Campus Security (271-2222) needs to be notified of the event's date and time a week prior to the event. (<http://www.drake.edu/security/index.html>)
- Event promotion/advertisement is the responsibility of the event's organizers. The Library Event Coordinator will put appropriate directional signs up the day of the event. If the event is open to the general public, the Library Event Coordinator will add it to the Library's webpage.
- Entrance to the building for all events is the front of the building (North Side). The exception is for handicap accessibility.
- Parking passes for the Olmsted Lot (approximately a block west of the library) can be purchased by the event's organizers in advanced from the Olmsted Parking Lot Supervisor (271-4046). Street parking is also available. The day of the week, time of day and part of the year makes a difference on how much street parking is accessible.

**** The Cowles Library Dean holds the right of refusal for any event.****



Atrium – Reception



Atrium – Normal Setup



Reading Room – Lecture (250)



Panel discussion with theater style



Small Reading Room setup (west)



East side of the room setup



Normal study setup



Room 201 – Glassed-in Room



Room 201 – Conference Rm style



Conference Room (Rm 234A)



Heritage Room – View 1



Heritage Room – View 2