Alden Library Class of 1951 Lounge Event Planning for Non-Library Events

Request for the use of the 1951 Lounge by non-library groups must be submitted and approved by the dean or one of the assistant deans of the Libraries. There is no charge for use of this space unless the event is held at a time when this floor is not normally open. In the case that the event is before or after regular building hours, a per-hour charge of $200 will be assessed in order to cover security and building needs.

Because the 1951 Lounge is in an open student study space contiguous to the circulation desk and the fourth floor entrance, considerations for approval include the potential amount of disruption to student study and library operations, and the relationship of the event to the Libraries’ resources, collections, and mission. In making a decision, the time period requested—time of semester, day of week, time of day—the size of event, other events & exhibits, and specific technical or facility needs will all be considered.

The 1951 Lounge includes a remote-controlled ceiling mounted projector (connections for computer at pillar) with a retractable screen, and the furniture currently in the 1951 Lounge (i.e. 40 chairs, 10 square tables, and a small amount of lounge seating). Seating from other spaces in Alden is not available to be moved to the 1951 Lounge. Any further facility needs must be funded and coordinated by the event organizers including catering, furniture, staging, technology, etc.

To request use of the space, submit the following information to the dean or an assistant dean of the Libraries at least two months in advance of the event:

- Name of event organizer
- Campus/community affiliation
- Email
- Phone
- Title of event
- Date
- Event start & end times
- Set up and clean up time needed
- Anticipated audience size
- General description of event
- Will catering be involved (snacks only; no full meals)?
- Furniture needs & arrangement
- Technological needs

Once approved, all arrangements must be coordinated with Robin Krivesti, Alden facilities manager, 593-2665, krivesti@ohio.edu. She must approve all delivery and pick-up times from any non-library personnel.
Considerations for event organizers:

- Will furniture need to be moved, rearranged or brought in from an outside source? If possible, furniture pick up should be scheduled for the immediate conclusion of the event. If not, arrangements should be made for pick-up the next morning upon opening of the floor. Organizers are responsible for all costs.
  
  OHIO Moving and Surplus (740-593-0463)

- Will catering be required? Organizers are responsible for all costs and for following OU catering policies.
  
  OU Catering (3-4035)

- Will additional custodial services be required before and/or after event? Organizers are responsible for all costs
  
  OU Facilities (3-2911)

- Will additional presentation technology (computer, microphone, podium, stage) be required? Organizers are responsible for all costs.
  
  Baker Center event services

- Will promotional services be requested of the University Libraries? [Service under discussion]

- Additional considerations for planning:
  
  o Coat racks
  o Flowers
  o Table skirting
  o Media

9/15/14