

Libraries Facilities Public Spaces Policy

Part 1. Policy Statement (or Purpose)

This policy supplements the [Libraries Facilities Policy](#), which states that “use of University Libraries facilities by other University departments is only permitted if the activity furthers the mission of the Libraries and University. Use of University Libraries facilities by non-University entities is only permitted if a substantial collaboration exists between the Libraries and the non-University entity that furthers the academic mission of the Libraries and University.”

Scope: This policy encompasses all Libraries public spaces not otherwise identified by a room-specific policy (such as the Wilson Research Collaboration Studio or the Walter Toaster). Examples of Libraries public spaces include, but are not limited to, the Magrath Extended Study Area, the Walter Great Hall, the Wilson Lobby, and the Health Sciences Library 5th floor service desk corridor.

Part 2. Definitions

- External Co-Sponsorship: The University Libraries and a Non-University Entity have a substantial collaboration and jointly plan an event using a Libraries space.
- Internal Co-Sponsorship or Partnership: The University Libraries and a University Department or University Campus Life Program have a substantial collaboration and jointly plan an event using a Libraries space. See [Libraries Internal Co-Sponsorship and Partnership Types](#).
- Non-University Entity: A group or individual that is not a part of the University, as well as University employees using University real estate for personal use and student organizations not covered by the University's liability insurance.
- Public Space: A University Libraries space open to students, faculty, staff, and community members.
- University: University of Minnesota
- University Department/Unit: Any campus, college, department or program of the University covered by the University's liability insurance. This includes University Campus Life Programs (see definition below).
- University Campus Life Program (CLP): A student group that is affiliated with a University of Minnesota academic or administrative department and has a designated University faculty or staff advisor. A CLP has status as a University of Minnesota entity, records all financial transactions in the University's Enterprise Financial System (EFS), and is insured under the University's insurance program (see [Classification of Groups](#)).
- University Registered Student Organization (RSO): A student group that is independent and autonomous from the University and responsible for managing its own affairs. A RSO is not a unit or agent of the University, cannot record financial transactions in the University's Enterprise Financial System (EFS), and is not insured under the University's insurance program (see [Classification of Groups](#)).
- Substantial Collaboration: An event or activity that furthers the academic mission of the Libraries and University, fits the Libraries intended use of the space, and includes active participation by Libraries staff in planning and implementation of the event or activity. Substantial collaborations must comply with [Office of General Counsel Guidelines for Determining Which Party is Conducting an Event or Conference](#).

Part 3. Availability of Use

- Spaces are available during [Library hours](#), excluding federal, state, and University holidays for general use.

Part 4. Eligibility of Use

- Spaces are available for general use by students, faculty, staff, and members of the public, unless otherwise indicated. The director of a Libraries department and the building manager can approve a Libraries-organized programmatic and/or outreach event or activity in a Libraries public space. All external events need to be reviewed by the Libraries Events Committee. Refer to [Part 6: Conditions of Use](#) for further information about space use requirements and restrictions.

Part 5. Reserving the Space

- The Libraries' public spaces are not available for reservation by non-Libraries users or groups, unless:
 - The space is identified in and covered by a room-specific sub-policy, or
 - Under extraordinary circumstances and approved by the Dean of Libraries/University Librarian.

Part 6. Conditions of Use

[Facilities Use Agreement:](#)

- **University Community:** A Facilities Use Agreement **is not required** if a University department, a Campus Life Program group, or a Registered Student Organization (with fewer than 100 students, no physical activity, and/or no alcohol) is involved in the event.
- **Non-University Entities, including Registered Student Organizations:** A Facilities Use Agreement **is required** for the following situations (fully executing the agreement requires approval from the Office of General Counsel, Real Estate Office, and Risk Management Office and proof of insurance on file prior to events):
 - If a non-University entity is involved in the event and the Libraries is not responsible for setting all pertinent details related to the planning and conduct of the event, such as determining the dates and hours of the event, selling tickets, approving advertising, and handling press releases. (See [Office of General Counsel Guidelines for Determining Which Party is Conducting an Event or Conference](#) for more information.) To determine if an event is co-sponsored, please fill out the [Co-Sponsorship Events Application Form](#) and submit it to Libraries Facilities Director for submission to the University's Real Estate Office.
 - If a non-University entity, including a Registered Student Organization, is involved in the event and alcohol will be served at the event.
 - If a non-University entity, including a Registered Student Organization, is involved in the event and the event will include an admissions fee or a physical performance (e.g. dancing or equivalent).
 - If a Registered Student Organization is involved in the event and the Registered Student Organization has 100 or more students participating in the event.

Food: Any food for an event must be cleared through the Building Manager. All food arrangements are the responsibility of the Libraries event holder.

- **No University Food Permit is required when one of these exceptions applies:**

- Internal Libraries events where 25 or fewer University individuals attend.
- Internal Libraries or University events, including RSO events, for which all food is prepared entirely by the University Dining Service.

- Internal University faculty, staff, service unit, or office events to which the general campus community is not invited (events open to an entire academic school, department, or college are not considered an internal event).
- Internal University or Libraries events, including RSO events, where the only foods served are prepackaged and considered non-potentially hazardous by Minnesota Food Code (canned /bottled beverages, dry baked goods, bagels, breads, cookies, chips, jams, preserves, honey, nuts, dried herbs, packaged spices and spice mixes, dry cookie, cake, bread mixes).
- External private events, which must have a signed Facilities Use Agreement form prior to the event per [Administrative Policy: Using and Leasing University Real Estate](#).
- **A Food Permit is required for all events not covered by one of the exceptions listed above.** Please consult the University Administrative Policy [Environmental Health: Food, Water, and Sanitation](#) and the University Administrative Procedure [Food Safety](#) (with associated [Minnesota Food Code](#)), which requires the completion and approval of a [Food Permit](#) or a [Pizza Only Event Permit](#) for any non-University Dining Services catering.
 - When a Food Permit is required, the user or renter should submit a food permit application to the University's Department of Environmental Health and Safety for approval at least 3 weeks before the event, so that a copy of the approved Food Permit can be sent to the Building Manager five (5) days prior to the event.
 - Failure to clean up food after an event will result in a \$75/hr cleaning fee.

Alcohol: The Libraries Events Committee must review all events serving alcohol held within the Libraries' facilities. Alcohol served at events must be approved by the University Librarian and Dean of the Libraries. If the event is coordinated by another University department using a Libraries space, then the administrative authority from that unit must approve the Alcohol Use Application. Please fill out the [Libraries Event Form](#) at least 4-5 months prior to the proposed event date to initiate the event review process.

If the University Librarian and Dean of the Libraries approves the event and alcohol use, then an Alcohol Use Application (search in the [U-Wide Forms Library](#)) must be completed and approved by the University Librarian and Dean of Libraries, as well as the University's Office of Risk Management.

- The Alcohol Use Application must be submitted to Risk Management at least 3 weeks prior to the event. If the signed permit is not received, alcohol will not be permitted.
- Send the approved application to the Building Manager five (5) days prior to the event.
- If the approved Alcohol Use Application (Alcohol Permit) is not submitted to the Building Manager five business days prior to the event, the event will not be permitted to serve alcohol.
- A licensed caterer must be hired to serve alcohol. Note: University Dining Services (UDS) is not a licensed catering firm. If UDS is hired, they will help to identify a licensed catering firm for the event (see [list of licensed catering firms](#)).
- Alcohol service must end 30 minutes prior to the event end time.
- Events serving alcohol must also have food service of heavy appetizers or a full meal as per the alcohol permit.
- All University policies and all local and state laws related to the use of alcohol must be observed.
- The University requires event hosts to post signs with numbers to call if someone can not drive home after drinking. Feel free to use [this example](#).

Open Flames: Flames of any kind are prohibited in all University Libraries locations. This includes candles and Sterno heaters used by caterers. Most caterers can accommodate this requirement if given notice.

Special Furniture/Equipment Arrangements: The room's furniture and equipment have a standard layout. If the furniture and equipment needs to be specially arranged for an event, the person responsible for the event is responsible for changing the standard layout to meet the needs of the event and then returning the furniture and equipment to the standard layout after the event.

Use of Name: Non-University Entities may not use the University or Libraries Name on any invitations or advertising, except to identify the location of the event. Exemptions must be secured from University Relations. Other University Departments or Campus Life Programs must have approval from the Libraries to use the Libraries Name on any invitations or advertising.

Right of Refusal: The Library reserves the right to refuse a request to reserve or rent its space and the right to waive rental fees at its own discretion.

Animals:

Libraries users and staff must comply with the University Administrative Policy: [Animals on Campus](#).

- A. **Libraries supported events having animals:** The Libraries only allows animals in Libraries spaces approved by Boynton Health Services as an official provider of animal stress relief services. [Pet Away Worry & Stress \(PAWS\)](#) is the official provider of animal stress relief services.
- B. **University departments and non-University entities bringing animals to Libraries spaces:** Prior to the event, University departments or non-University entities must secure Libraries approval from the University Librarian, or delegate. If the animal belongs to a non-University entity, then an executed facilities use agreement with proof of insurance must also be secured.
- C. **Patrons or staff with service animals:** Patrons or staff can bring service animals into Libraries spaces as mandated by the Americans with Disabilities Act (ADA). Service animals can be identified using guidance from the [University's Disability Resource Center](#). The handler can be asked to remove a service animal if the animal is out of control and the handler does not take effective action to regain control; or, if the animal is not housebroken. If either or both of these situations occur, staff members must give the handler an opportunity to obtain goods or receive services without the service animal being present.
- D. **Patrons or staff with Emotional Support animals:** Patrons are not allowed to bring emotional support animals into Libraries spaces (which are not places of residence). Staff are not allowed to bring emotional support animals into Libraries spaces, unless the staff member's animal is part of the Boynton Health PAWS program and has brought the animal in for a Libraries/PAWS event. In this case, the animal may remain in the staff member's office until the end of the day if the office is tiled. Emotional support animals can be identified using guidance from the [University's Disability Resource Center](#).

Bicycles: Bicycles and electric scooters are not allowed in Libraries public spaces. Information about bike lockers and other options for securing bicycles can be found at [Parking and Transportation Services](#). Bicycle owners are required to follow [University of Minnesota Board of Regents Traffic Ordinances](#).

Part 7. About the Space

Diagram and pictures: Spaces are variable

Room capacities: Spaces are variable

Part 8: Injuries

Injuries to Libraries Users

- If a non-University person is badly injured, please call 911 and let the emergency personnel and the injured party determine necessary actions.
- If a non-University person is hurt and does not require 911 assistance, the person can be directed to Boynton Health for treatment or the person may fill out [University Form 1707 - Bodily Injury/Property Damage Incident Report](#).
- Note: If someone has a paper cut and wants a band-aid, this is acceptable first aid to offer. If the person is bleeding profusely and a band-aid will not suffice, please call 911.

Injuries to Libraries Staff

- If a Libraries Staff member is badly injured, please call 911 and let the emergency personnel and the injured party determine necessary actions.
- Libraries staff members should contact their supervisor, or visit [UL HR Reporting Workers Comp Injuries](#) for non life-threatening emergencies.

Part 9: Use of Space Policies

All users of library spaces must follow the [Library Use Policy](#). If applicable, users must adhere to the [Board of Regents Student Conduct Code](#) and/or the [Board of Regents Code of Conduct](#).

Part 10: Fee/Cost

- If rental space is allowed, weekend and evening renters **must pay** to rent the space for a minimum of 4 hours a day per event, unless the event is conducted by University Libraries staff per [Libraries Internal Co-Sponsorship and Partnership Types](#). Contact the building manager for more information.
- Renters may incur additional charges if supplemental custodial services are required.

Part 11: Related Policies/Documents

- [University Libraries Facilities Policy](#)
- [University of Minnesota's Board of Regents Policy: Property and Facility Use](#)
- [University of Minnesota's Administrative Policy: Use and Lease of Real Estate](#) and Appendix [Scheduling Priority](#)

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Policy approved by Cabinet: March 4, 2022

Policy revised and approved by Cabinet: Not Applicable

Evening and Weekend Fee Schedule Associated with Part 10 for all spaces that can be rented

Evening and Weekend Fee Schedule

Room #	Hours	University and Campus Life Program Student Groups (per hour)	Notes
Evening Rentals on Weekdays	After 5:00 PM Monday-Friday	\$75	Minimum 2 hours Monday-Friday
Daytime Rentals on Weekends	8:00 AM-5:00 PM Saturday or Sunday	\$75	Minimum 4 hours on Saturday or Sunday
Evening Rentals on Weekends	After 5:00 PM Saturday or Sunday	\$130	Minimum 4 hours on Saturday or Sunday

Additional Fees	Notice Required	University and Campus Life Program Student Groups	Notes
Special Room Arrangement and Room Reset/Clean-Up	1 week	\$75/hour	
Cancellation Fee	2 weeks or more	No charge	
	Less than 2 weeks but more than 24 hours	\$50	
	Less than 24 hours or no-show	Full Room Rental fee	
Projector	1 week	\$25/day	Renter must provide their own laptop.
High-Top Tables	1 week	\$15/each	
Tour	2 weeks	\$20	Fee is per group of 12 or less.
Weekend Cleaning Fee	Automatic	\$282	All events held on weekends will be charged this fee each day