Weldon Community Room Policy

The Community Room is a multi-purpose space for hosting community events. Western Libraries reserves the right to cancel bookings or restrict groups from future bookings if reserving groups do not adhere to this policy.

The requester (the person contacting the library to book the space) is responsible for sharing this policy with the event organizing team, volunteers, and participants.

Eligibility

University faculty, campus partners, USC-ratified clubs, and community groups are all eligible to book the space for a workshop, guest speaker, lecture, social event, etc.

Bookings operate on a first-come, first-served basis. One type of event or group is not prioritized over another. Bookings for the academic year (September – April) can be made no earlier than June. Exceptions can be made for conferences and select events at the discretion of library staff.

Non-commercial Events Only

The selling of products and services for commercial purposes is not permitted in the Community Room. Fundraising events for recognized nonprofit organizations, community causes, and USC-ratified clubs are permissible, subject to prior approval.

Availability

Events must start when the Weldon Info Desk is open and finish at least 30 minutes prior to the building closing. Please consult the library's hours for up-to-date opening and closing times.

Check availability prior to making your request.

Booking Information

Requests to book the Community Room can be made via the booking request form. The following information must be included:

- Requester's name and contact information
- Name of group
- Purpose of event
- Date of event
- Start and end time of event
- Estimated number of participants

Technology

The room comes equipped with the following:
- One 180-inch TV screen
- Two 80-inch accessory TV screens
- Computer

- Microphones with surround sound
- Full hybrid or video-conferencing capabilities

A manual for operating the technology is available to consult in advance. A printed copy is also available on the podium in the room.

Room Setup

The room includes flexible furnishings with multiple layout possibilities, including theatre, workshop, and boardroom styles.

You have the flexibility to configure the furniture according to your event needs. You may access the space 30 minutes prior to the start of the event to arrange the furniture.

Groups are responsible for furniture set-up and takedown. Library staff are not available to help you with moving furniture. If you have concerns, would like to request an exception to this, or if accommodation is needed, please include that information in your booking request.

Food and Alcohol

Food is permitted in the room pending approval by Western Libraries. Catering can be contracted through Great Hall Catering. Outside catering and other meal options (deliveries, potlucks, etc.) must also be approved by Western Hospitality Services. If you have any questions about the food you plan to serve, please contact Library Space Bookings.

All food must remain in the room due to the no-food policy in other library spaces.

Groups wanting to serve alcohol at their event must adhere to Western University Campus Alcohol Policy, and provide proof of approval to Western Libraries prior to the event.

Therapy Animals

In accordance with Western University Policy on Pets and Therapy Animals on Campus, events with therapy animals require the written approval of the Vice-Provost & Chief Librarian.

Cleanup

Groups booking the room are responsible for ensuring the space is left in clean condition and all participants promptly vacate the room at the end of the booking. Garbage and recycling bins are available in the room. Belongings left behind in the room will be handled according to the Libraries' lost-and-found procedures.

Groups that do not leave the room in a state of cleanliness may be restricted from future bookings and/or may be required to reimburse Western Libraries for cleaning expenses.

Damages and Liability

The requester is required to sign the liability waiver on the booking request form. In doing so, they agree to make restitution for any damage to the space, its contents, furniture, or equipment. If the Library incurs any expenses related to the requester's use of the Community Room, the requester will

reimburse Western Libraries for these expenses. If, through notice of the requester or staff review of the space, it is found necessary to impose charges, pictures will be taken of the damage and/or uncleanliness and provided to the associated group with the charge.

Western departments and faculties must provide their speedcode for any facilities management charges. Facilities management charges may include cleaning fees or fees for any damages incurred. For USC-ratified clubs, the USC will be invoiced directly for any facilities management charges.

Publicity

As appropriate and where resources permit, Western Libraries may help promote the event in the following ways:

- Share social media posts that tag @westernulibs.
- Hang posters in our libraries that the event organizer drops off at the Weldon Info Desk.
- Forward promotional email to all Western Libraries staff.

Unless Western Libraries is a formal partner for the event, the Libraries' name may be used only to designate the location of the function. The use of the Libraries' spaces does not constitute an endorsement of the content or purpose of the event.

We appreciate your cooperation in adhering to these policies to ensure a positive experience for all users of the Community Room.