

# UC San Diego

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## LIBRARY

### GUIDELINES FOR USE OF LIBRARY GROUNDS

Please review the following conditions by which you may be given approval to use the Library Grounds for an event. All events must be authorized **in advance** by the UC San Diego Library's Senior Leadership Team. Authorization will be granted only for specific dates, times, and areas of the Library. For more information, contact Jen Cormier (jscormier@ucsd.edu).

**Filming or photographing for commercial projects must be arranged through University Communications' Business Officer, Daniel Rothbauer** (drothbauer@ucsd.edu).

- No alcoholic beverages may be served on Library grounds, unless approved in advance.
  - Bartenders need to check IDs and the area must be cordoned off.
- We are open 7 days a week so grounds must be cleaned of all litter/trash immediately following an event so staff and patrons arriving the next morning are presented with a clean facility.
- If an event occurs during open hours, emergency exits, elevators, aisles, stairwells, hallways, and other public access areas must not be blocked or obstructed by the event itself, by equipment, cables, or crew members at any time.
- Library users and staff must be given complete and full access to any collections and resources in the area (including sidewalks) in which you are working, without delay or obstruction. Please be alert and responsive to people who need access but may be intimidated by cameras or other equipment and may be reluctant to interrupt.

For events on the Geisel Library's Forum Level:

- Sound carries upward directly into the Library's stacks and study areas and must be kept to a minimum. When the building is open, loud music or sound systems cannot be used and noise must be kept to a minimum.
- Emergency exits from the building cannot be blocked.
- The air handlers for the building are on the east side of the Forum and are quite loud when they kick on. If you are going to have a speaker, it might be best to not use this side of the grounds.
- All events that will include food and/or beverages must make their own arrangements with campus physical plant services for extra trash receptacles and pick-up/disposal of trash.
- Vehicles may not drive onto the Forum or the surrounding grassy areas for loading/unloading or any other purposes. Catering groups should plan extra time to cart items to the Forum. There is no running water onsite.
- The Library does not provide any equipment, security, or help with either the set-up or clean-up of non-Library events held on our premises.
- There are no restrooms on the Forum. If the Library is closed, the nearest restrooms are at Price Center.
- Access to electrical outlets is limited.

These conditions reflect the Library's goal to provide a safe and productive study and research environment for all users and to preserve the collections and facilities for the use of future UC San Diego students, staff and faculty. Permission to use Library Grounds will be revoked if these conditions are not followed and your group may be asked to leave and banned from future use. The UC San Diego Library's Use and Conduct Policy can be found at [lib.ucsd.edu/policies](http://lib.ucsd.edu/policies).

Today's date: \_\_\_\_\_

Date(s) and time(s) requested: \_\_\_\_\_

Name of class/organization/department: \_\_\_\_\_

For **class work**, name of Professor or Faculty Advisor(s): \_\_\_\_\_

For **student organizations**, name of Faculty Advisor(s): \_\_\_\_\_

For **departments**, name of department contact and email address: \_\_\_\_\_

Email/telephone number where **you** can be reached: \_\_\_\_\_

Name of contact **on the day of the event**: \_\_\_\_\_ cell phone# \_\_\_\_\_

I have read and agree to follow the Guidelines for Use of the Library's Grounds including the exterior 3<sup>rd</sup> Floor Library Forum, and request permission for: **(Please include a detailed description of your event with the locations needed).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I/we do not plan to capture any student or staff images without written permission.

\_\_\_ I/we are aware of the safety considerations in the Library and will not block access, walkways, stairwells, doors or other thoroughfares.

\_\_\_ I/we are aware of the quiet study areas in the Library and will avoid disturbing students there.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_