

POLICY: Gould Auditorium Reservation Policy

- I. Policy Scope
 - A. The primary purpose of the Gould Auditorium is to provide the J. Willard Marriott Library with a multipurpose space suitable for large gatherings.
 - B. A secondary purpose of the Gould Auditorium is to provide a multipurpose space for other campus events.
 - C. Access and reservation policies preserve the Gould Auditorium's ability to fulfill its primary purpose, while also permitting secondary uses wherever practical and appropriate.
- II. Definitions
 - A. Private Event – Events to which only a defined set of attendees is invited, either with or without charge. These may include banquets, workshops, meetings, employee retreats, training sessions, parties, etc.
 - B. Public Event – Events that are open, either with or without charge, to the campus and/or local community.
 - C. Class – A class session for a university course.
- III. Policies
 - A. The Gould may only be reserved by a formally constituted University of Utah organization.
 - B. The Gould may be reserved for use by University of Utah organizations on a first-come/first-served basis, no more than 90 days prior to the event and no fewer than 5 days prior to the event. The Marriott Library may reserve the Gould at any point to meet the needs of the Staff and Faculty of the Library.
 - C. There is no charge to use the Gould for public events.
 - D. There is a \$250 charge to use the Gould for private events.
 - E. University of Utah instructors may hold a class session with expressed needs for a large space once each semester per course in the Gould at no charge, subject to availability and to the other rules outlined in this policy.
 - F. Recurring meetings or events may not be scheduled in the Gould by non-library individuals or organizations.
 - G. If a scheduled private event is canceled fewer than 24 hours prior, the \$250 fee will be payable in full. If a public event is canceled fewer than 24 hours prior, a \$100 fee will be imposed. There is no charge for canceling class sessions, but the Library requests as much notice as possible so that other events can be scheduled as needed.
 - H. Only one event may be scheduled in the Gould per weekday or per weekend.
 - I. Decorations or other modifications to the room must be temporary and fully removable or reversible; adhesive products such as cellophane tape, duct tape, and glues are not permitted, nor is it permitted to use nails, screws, or staples on the walls or ceiling. Removable adhesive products, such as 3M Command strips, are permitted, but are not provided by the Library. There will be no exceptions to this policy.
 - J. A reservation will be confirmed upon receipt of a billable University of Utah chartfield. The Marriott Library reserves the right to cancel an event if the chartfield provided is incorrect or is unknown. Payment will be processed during the first week of the month following the event.
 - K. Additional fees may be assessed after the event has taken place under these circumstances:



- a. All events must begin and end within posted Library hours. Exceptions may be allowed on a case-by-case basis and must be approved prior to reservation. Such events are subject to a \$50 charge for each hour (or portion thereof) that the event extends beyond the Library’s posted hours.
- b. If the event creates a need for cleanup and custodial beyond typical daily maintenance, a \$200 cleanup fee will be charged.
- c. Additional fees may be assessed in the event of damage to the room or its equipment.
- L. Coordinating with caterers and other outside service providers is the responsibility of the event organizers. If Marriott Library staff is required to meet caterers, sign for deliveries, etc., there will be an additional \$50 fee. Caterers and other outside service providers must use public entrances to the building.
- M. All event attendees, whether or not affiliated with the University of Utah, are required to abide by the Library’s [policies of patron behavior](#).
- N. Buying or selling of goods or services and soliciting donations of any kind is not allowed in the Marriott Library without prior approval of the Director of Facilities and Operations.
- O. In unusual circumstances, events may be granted an exception to the policies listed, particularly for campus-wide events, but must be approved by library administration prior to reservation.

IV. Services Provided

- A. A reservation includes the use of tables and chairs for one set up in one of the following styles:
 - Lecture (maximum 193 seats)
 - U-shaped board table (maximum 35 seats)
 - O-shaped board table (maximum 46 seats)
 - Banquet (6’ round tables) (maximum 128 seats)

For customized setup, details must be provided and approved at least two weeks in advance.

A reservation also includes use of the speaker’s podium with microphone, and the computer and projection equipment currently installed in the room. Basic set-up assistance will be provided at no charge, upon request. Additional audiovisual and custom technical support is available at an additional charge and must be requested at least two weeks prior to the event. A description of the equipment and services available can be found under [Facility Fees](#). The Gould contains installed audiovisual streaming and recording equipment that may only be operated by Library personnel.

V. Responsible

- A. Policy owner: Facilities Management
- B. Policy approved by:
 - 1. Executive Committee: May 23, 2016

VI. History

- A. Revised: March 6, 2017 Executive Committee - [StaffNet Policies and Forms Library](#)

B. Earlier Versions: [Policy Archive Folder](#) - [location and/or link to document]

Note: Policies should be reviewed at minimum every three (3) years.