

## **POLICY: Katherine's Courtyard Policy**

### **I. Policy Scope**

- A. The primary purpose of Katherine's Courtyard is to provide the J. Willard Marriott Library with a student study and productivity space.
- B. A secondary purpose of the Katherine's Courtyard is to provide a multipurpose space for events.
- C. Access and reservation policies preserve Katherine's Courtyard ability to fulfill its primary purpose, while also permitting secondary uses wherever practical and appropriate.

### **II. Definitions**

- A. **Single Event:** All advanced reservations made more than 5 days in advance including but not limited to lectures, meetings, workshops, trainings, or performances.
- B. **University Course:** Offered by a degree or certificate granting program at the University of Utah.
- C. **Library Class:** A training session taught or co-created by an employee of the J. Willard Marriott Library for the purpose of learning library research and technology skills or to obtain information about library services and resources.
- D. **Katherine's Courtyard Garden Level:** An outdoor space on Level 1 between Marriott Library and the 1996 addition.
- E. **Katherine's Courtyard Level 2:** An indoor/outdoor space on Level 2 that can partially be enclosed and heated.

### **III. Policies**

- A. Katherine's Courtyard may only be reserved by a formally constituted University of Utah unit.
- B. Katherine's Courtyard Level 1 Garden Area may be reserved for use by University of Utah units 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.
- C. Katherine's Courtyard Level 2 is not available for reservations. Exceptions may be made by the Dean during semester breaks.
- D. Reservations must be for a single event that is not recurring. A University course or library class may use the space for single events.
- E. Reservations must be submitted via the [Katherine's Courtyard Reservation Request Form](#) and include all details for your single event, including catering details. There is no charge to use Katherine's Courtyard; however, a billable chartfield is required to confirm a reservation for departments outside of the Marriott Library organization. The Marriott Library reserves the right to cancel an event if the chartfield provided is incorrect or is unknown.
- F. All out of pocket costs for maintenance, security, special custodial and other support services related to a single event must be paid by the user.
- G. Single events must conclude by the posted closing time of the courtyard.

- H. The Marriott Library expressly reserves the right to require that any event end at an earlier time, given considerations of safety, crowd control, weather, noise and community interaction. This determination will be made at the time of finalizing a reservation at which time all parties shall be made aware of any special ending time requirement.
- I. Requests from members of the University community to hold a dance performance, a concert, or other activities in Katherine’s Courtyard Garden Level will be considered individually and on their own merit under the following criteria:
  - Whether the use is appropriate to the nature of the facility.
  - Size of participating group.
  - Whether the proposed use places property, participants, or spectators at acceptable levels of risk of harm, damage, or injury.
  - Whether the proposed use violated any laws or regulations.
  - Adequacy of night time lighting that is available up until the posted closing time of the courtyard (additional lighting may be specified as a requirement).
  - Availability of electrical power sources.
  - Proposals for sound amplification.
  - Other planned or scheduled events on campus at the same time.
  - Anticipated police officer support requirements.
  - Proposed timing of a single event.
- J. Sound Amplification
  - Sound amplification equipment used for performances, events, promotional activities and other similar events in Katherine’s Courtyard will not be used prior to 12:00 noon on regular class or exam days. In all instances, and for all single events, the time of day and location of amplification equipment will be carefully evaluated given the potential disruption of teaching, studying, research and administrative activities.
  - Levels of sound from amplification equipment, shall not exceed noise levels specified by Noise Control Regulations of the Salt Lake City/County Health Department.
  - Marriott Library Facilities Management has the right to require that sound and/or amplification systems be turned down, or turned off entirely, whenever it is determined that the event is disturbing or disruptive to surrounding library spaces, or to other activities that may be taking place elsewhere. The use must not interrupt or interfere with regularly scheduled University or library programs and functions. The use must not preempt other uses of higher priority on campus.
- K. Occupancy limits and posted open hours must be observed at all times and will be enforced by Library Security and the University of Utah Fire Marshall.
- L. Decorations or other modifications to the space 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.
- M. If a scheduled private event is canceled fewer than 24 hours prior to the time of the scheduled event, a \$250 fee will be assessed and payable in full. If a public event is canceled fewer than 24 hours prior to the time of the scheduled event, a \$100 fee will be imposed.
- N. Only one event may be scheduled in Katherine’s Courtyard per weekday or per weekend.

- O. Food is permitted in Katherine’s Courtyard. Alcohol is not permitted. Respect the [Marriott Library food and drink policies](#).
  - P. Coordinating with caterers and other outside service providers is the responsibility of the event organizers. If Marriott Library staff is required to meet caterers there will be a \$50 fee. Caterers and other outside service providers must use public entrances to the building.
  - Q. All event attendees, whether or not affiliated with the University of Utah, are required to abide by the Library’s [policies of patron behavior](#).
  - R. 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.
  - S. In unusual circumstances, events may be granted an exception to the policies listed, particularly for campus-wide events, but must be approved by the Dean of the Library prior to reservation.
- IV. Services Provided
- A. Furniture setup is self-service and should be left in good order following an event. Tables and chairs must not be removed from the spaces and must be returned to their original setup at the conclusion of the event.
  - B. [Facility fees](#) are charged for audiovisual and technical assistance, on-site event support, or excessive clean up.
- V. Policy References
- A. Marriott Library Food and Drink Policy
  - B. Marriott Library Patron Policies and Responsibilities
  - C. University of Utah Rule 1-007A <https://regulations.utah.edu/general/rules/R1-007A.php>
- VI. History
- A. Policy owner: Facilities Management
  - B. Policy approved by:
    - i. Executive Committee: August 2018
  - C. Policy reviewed by the Office of General Counsel October 2018

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