Events Policies and Room Reservation Procedures  
Effective June 28, 2021

Events in Falvey Memorial Library are a valuable part of cultural, social and intellectual life on Villanova University’s campus. Hosting events provides the Library with an excellent opportunity to participate in collaborative projects, highlight the activities of various entities on campus and welcome faculty, staff, students, alumni and community members into Falvey.

Falvey Memorial Library’s Communication and Marketing department handles room reservations for the event/meeting spaces in the Library. Our goal is to maintain a sustainable events program that supports the Library’s mission while acknowledging the Villanova Community’s needs for academic and cultural event space. This document describes the overall policies and procedures and identifies the responsibilities of groups using our spaces.

Room Reservation Requests:

*Eligibility*
Villanova University faculty, graduate assistants, staff, and official student groups/organizations may submit room reservation requests in support of University activities such as:

- Academic lectures
- Information sharing sessions and faculty discussion groups
- Training or instructional workshops and webinars
- Departmental/program/group open houses and receptions
- Official student organization meetings or events
- Faculty and staff meetings
- Stress relief events for students

We will **not** reserve rooms for private, one-on-one meetings for non-Library staff.

Spaces for regular class meetings can be requested through the [Office of the Registrar](https://www.villanova.edu/registrar).

*See Appendix A for Additional Spaces in Falvey*
Room Availability
During the semester rooms may be requested for use:
- Monday to Thursday between 9:00 a.m. and 9:00 p.m.
- Friday between 9:00 a.m.-4:30 p.m.

Please check the Library website for updated hours of operation.

The Library can accommodate up to three events/meetings in one day for non-Library groups. The Library limits events during peak study times and during the first two weeks of the semester, midterms and last two weeks of the semester. Requests to reserve space for series of events will be considered on a case-by-case basis at the discretion of the Library’s Communication and Marketing department.

Falvey’s Room Request Form
Groups interested in reserving an event space in Falvey are required to fill out our “Request a Venue” form at least 7 days in advance at: https://library.villanova.edu/events/submit-event/

*Please note that most last-minute requests cannot be accommodated due to the lack of available staff and space in Falvey.*

The Library’s Communication and Marketing department processes requests from Monday to Friday between the hours of 9:00 a.m.-5:00 p.m. on a first-come, first-serve basis. Our team will not be able to assist after 5:00 p.m. for event scheduling/functions.

Room Reservation Cancellations
If a group will not be using a space during their scheduled timeslot, an email should be sent to the Communication and Marketing department in Falvey as soon as possible at libraryevents@villanova.edu Failure to alert us of a room cancellation may result in the loss of reservation privileges as this may prevent other groups from utilizing the space.

Role of Event Sponsor(s)
Events may be sponsored by one or more groups. In the case of more than one Event Sponsor, it is the responsibility of the co-sponsors to determine how to share the responsibilities outlined below. The Event Sponsor is:

1. Required to register the event/meeting with the University’s Event Management Committee. (If it’s a private/interdepartmental event, there is no need to register it.)
2. Required to designate an person to monitor the scheduled event from beginning to end.
3. Responsible for configuring the furniture in the event space as desired and then returning it to the Library’s designated default layout.
4. Responsible for operating all equipment needed for the event and turning the equipment off when the event is concluded. In advance of the event, the Event Sponsor is strongly encouraged to schedule a “Tech Check” with the Library’s Communication and Marketing staff to review the operation of event space.
equipment. Falvey Memorial Library staff are not responsible for troubleshooting technological issues on the day of your event.

4. Responsible for making any catering arrangements and providing catering supplies. **Caterers should be directed to deliver to the Library’s front door and deliveries must be accepted by a representative from your group.** The Event Sponsor is responsible for any lost or misdirected catering.

5. Responsible for managing the event crowd and keeping the noise contained.

6. Responsible for cleaning up any materials or food left over from the event.

7. Responsible for any publicity for the event.

**Library Support for Events in Falvey Memorial Library**

The Library will confirm all room reservations, place signs in the library to direct attendees to the appropriate event space, and if requested, schedule a “Tech Check” with the Event Sponsor to review the operation of event space equipment.

**Rooms**

When not in use for scheduled events or event set-ups, Falvey’s spaces are open study areas for students. The bathrooms on the second, third and fourth floors of the main Library building are ADA accessible and can be reached via the elevator. Please see the Appendix A or visit our webpage to see full room descriptions and to see pictures of our event/meeting spaces:

https://library.villanova.edu/events/submit-event/events-guidelines/

**Room 205**

A multi-purpose enclosed room on the 2nd floor with lecture-style set up. Default set-up seats 36. Room capacity is 60 with reconfiguration. ADA accessible. Includes whiteboard, projector and screen.

**Room 206**

An enclosed meeting room on the 2nd floor that seats up to 12 people at a conference table. ADA accessible. Includes whiteboard. This space is primarily reserved for Library and Learning Commons groups and may be requested by the Villanova Community on a case-by-case basis.

**Table Requests**

Villanova University faculty, graduate assistants, staff and official student groups/organizations may submit requests to host tables in Falvey’s first floor public space in support of University activities. Falvey is limited to hosting a maximum of two tables per day.
Acknowledgement of Policies and Procedures
Upon submitting our “Events Request Form,” Event Sponsor(s) will have to acknowledge that they have read and accept our terms of use before we agree to host their event/meeting. Failure to follow the terms in the contract may result in the loss of reservation privileges.

Food, Beverages and Alcohol
Falvey allows food and beverages to be served in all of its event spaces. Please note that pungent and or messy foods should not be served or consumed in any of our spaces as they may be distracting to fellow patrons. Due to the open and academic nature of the facility, the Library does not typically allow alcohol at events.

Noise
The Library is the primary campus study space for students so noise levels at events should not impact students who are studying in nearby spaces.

Personal Property
The Library is not responsible for any personal items left in the Library including its event spaces. Any items discovered after an event will be turned into our Lost and Found and may be retrieved at the Circulation Desk or the Public Safety department.

Emergency Closings
In the event of a campus emergency, the Event Sponsor should check the Library’s website to determine if the Library will be open or closed. If closed (or if open with limited staffing), the Library’s Communication and Marketing department staff will reach out to the Event Sponsor after the emergency to discuss rescheduling.

Notice of Consent for Media Recording
Please be advised that events and meetings are photographed or videotaped for promotional purposes.

Contacts:
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Appendix A: Falvey Memorial Event Space Details

Room 205 – 2nd Floor
This is a multi-purpose enclosed room with default lecture-style set up. Default set-up (see photo below) seats 36 with two chairs per table. Room capacity is 60 by folding the tables and moving them to the side. ADA accessible.

Room Contents
- 36 chairs (up to 24 additional chairs can be requested)
- 18 tables (up to 2 additional tables can be requested)
- Podium
- Retractable screen
- Projector for presentations
- VGA and HDMI connector to use the projector with your laptop
- Wireless access and a network port
- Two large whiteboards
- Instructions for equipment use and default furniture layout

Notes for the Event Sponsor(s)
- If projecting,
  - you will need to bring a laptop
  - if using a MAC you will need to bring an adapter
  - if not using the wireless access, a green network cable is available for checkout at the Service Desk
- If using the white board, markers are available for checkout at the Service Desk. Ask for a “presentation pack”
- The podium does not have a microphone as it is easy to hear a speaker without one
• Items checked out from the front desk should be returned by the Event Sponsor when the event is over.

**Room 206 – 2nd Floor**
A small enclosed meeting room on the 2nd floor that seats up to 12 people at a conference table. ADA accessible. This space is primarily reserved for Library and Learning Commons groups and may be requested by the Villanova Community on a case-by-case basis.

![Room 206 Image](image)

**Room Contents**

- 12 chairs (a few additional chairs can be requested)
- Conference table (up to 2 additional tables can be requested for refreshments)
- Flat screen monitor for presentations
- VGA and HDMI connector to use the projector with your laptop
- Wireless access and a network port
- Two large whiteboards
- Instructions for equipment use

**Notes for the Event Sponsor(s)**

- If connecting to the VGA or HDMI for presentations,
  - you will need to bring a laptop
  - if using a MAC you will need to bring an adapter
  - if not using the wireless access, a green network cable is available for checkout at the Service Desk
- If using the white board, markers are available for checkout at the Service Desk. Ask for a “presentation pack.”
- The podium does not have a microphone as it is easy to hear a speaker without one
- Items checked out from the front desk should be returned by the Event Sponsor when the event is over
Appendix B: Additional Spaces in Falvey

*Falvey Hall Lobby*- This space is located just outside of the Director’s Office on Falvey Hall’s second floor. The space is primarily used by students for quiet study, but may be requested for special events on rare occasions with the permission of the Library Director.

*First Floor Lounge*- An enclosed public space on the 1st floor suited only to informal events. Seats 60. ADA accessible. This room is not suitable for formal lectures and is used solely for events that are sponsored or co-sponsored by Falvey Memorial Library.

*Griffin Room*- This room can be reserved for Library instruction sessions and Falvey Staff meeting space only. This space is not open for event scheduling by the Villanova Community. Please contact Jutta Seibert (Jutta.Seibert@villanova.edu) for more information about this space.

*Group Study Rooms*- Falvey Memorial Library has six group study rooms which are available for groups of two or more patrons. Please visit the Falvey Memorial Library website for more details: [http://www1.villanova.edu/villanova/enroll/registrar/reservation.html](http://www1.villanova.edu/villanova/enroll/registrar/reservation.html)

*Idea Accelerator*- While this room is located on the ground level of Falvey Memorial Library, it is scheduled and maintained by the Villanova School of Business’ ICE Center. Please visit the Idea Accelerator’s Space Request Form for use of that space: [http://villanova.az1.qualtrics.com/jfe/form/SV_798Tjebi6LqdM1](http://villanova.az1.qualtrics.com/jfe/form/SV_798Tjebi6LqdM1)

*Reading Room*- This space is located on the second floor of Falvey Hall. It is a large room that contains sizable tables and chairs and is the primary quiet study space for students. On rare occasions, the room may be requested for use for very special events with permission from the Library Director and the Office of the Provost.

*Room 214*- This space is located on the second floor of the Library. It is available for Falvey Library and Learning Commons staff for scheduling. It also serves as the primary location for Digital Seeds meetings. It is not to be used for any other outside events/meetings.

*Room 301*- This room is located on the third floor of Falvey Hall. It is available for scheduling by Falvey and Learning Commons staff only between the hours of 9 am-9 pm. When not in use, this space is open for silent student study. Not ADA accessible.

*Room 415*- While this room is located on the fourth floor of Falvey, it is scheduled by the Office of the Registrar. Please visit the Office of the Registrar website to reserve room 415: [http://www1.villanova.edu/villanova/enroll/registrar/reservation.html](http://www1.villanova.edu/villanova/enroll/registrar/reservation.html)
*Speakers’ Corner* - A large public space on the 1st floor. Seats up to 100. ADA accessible. Includes podium with microphone, projector, and screen. **This space is solely available for events sponsored or co-sponsored by Falvey Memorial Library.**

*Viewing Room 3* - While this room is located in Falvey, it is scheduled by the Office of the Registrar. Please visit the Office of the Registrar website to reserve Viewing Room: [http://www1.villanova.edu/villanova/enroll/registrar/reservation.html](http://www1.villanova.edu/villanova/enroll/registrar/reservation.html)

**Appendix C: Additional Event Planning Resources**

**Catering**  
*Catering Requests* - Dining Services

**Facilities**  
*Facilities Requests* - Facilities Management Office

**General Campus Information Directions**  
*Campus Map with Directions* - Office of Conference Services

**Insurance information**  
*Insurance Requirements* - Insurance and Risk Management

**Local Information**  
*Local/Philadelphia Information* - Office of Conference Services

**Parking**  
*Guest Parking Requests* - Department of Public Safety

**Publicity**  
*Event Planning/ Submission to University Calendar of Events* - University Events  
*Graphic Design and Photography* - Creative Design  
*iPrint and Work Requests* - Graphic Services  
*Social Media Tools, Editorial Style Guidelines, Creative Services* - Office of University Communication  
*Student Media Organizations* (including *The Villanovan*) - The Office of Student Involvement

**Scheduling other Facilities on Campus**  
*EnCampus Portal* - University Registrar Self-Scheduling Webpage

**Video/Audio Recording Requests**  
*Recording Requests* - UNIT

**Other Helpful Tools:**
Planning Resources - Event Coordinator’s Network
Students Planning Events - The Office of Student Involvement