

## *Use of Lounge and Library Foyer*

### 1 The Library foyer and Lounge are important Library spaces for:

- a) Conversation at reasonable noise levels
- b) Art works recently purchased by the Lincoln University Art Committee
- c) LUSA and Library notice boards to be consulted
- d) Cell phone and Skype conversations
- e) Displays and event promotion
- f) Careful consumption of food and drink
- g) E-mail and internet access on kiosk PCs
- h) Informal study space where eating, drinking and discussion are allowed

#### Provided that:

- a) Relevant library rules and regulations are adhered to (e.g. no smoking)
- b) The George Forbes Memorial Library Policy 4.2.6 Notices, Displays and Petitions is followed
- c) LUSA policy for notice board display is followed
- d) Nothing is attached to walls, floor, doors, ceiling or windows without permission
- e) Equipment, supplies or personal belongings are not stored or left in these areas
- f) Drinks purchased from the Lounge vending machine are only consumed in the Lounge or foyer

### 2 Rules for booking space in the foyer:

- 2.1 Bookings must be made at the Library Service Desk between 8:30am and 4:30pm, Monday to Friday only, using the Foyer Use Application Form.
- 2.2 Bookings will only be accepted for times when the library is open.
- 2.3 Bookings must be related to course work at Lincoln University, or other relevant university or LUSA business.
- 2.4 No more than one group may reserve use of a position in the foyer at any time without the specific permission of the User Services Librarian.
- 2.5 There will be a maximum of three persons staffing any display or event ticket sales.
- 2.6 A maximum of three hours may be booked on any one day.
- 2.7 Bookings will be accepted a maximum two weeks in advance.
- 2.8 Bookings may be made for an entire week on the basis that if other requests are received the earlier booking for the rest of the week may be cancelled.
- 2.9 The group leader must give full contact e-mail address and cell phone number.
- 2.10 Only existing foyer furniture may be used (without discussion with User Services Librarian) and all furniture must be returned to its previous position afterwards.
- 2.11 Existing foyer furniture may not be used for displays or events outside the Library without discussion with the User Services Librarian.
- 2.12 Thoroughfare areas between the sets of doors and the fire access way must be kept fully cleared at all times. The walkways must not be obstructed.
- 2.13 Groups booking foyer space must be made aware of health and safety obligations including the requirement to leave immediately in the event of an evacuation alarm.

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- 2.14 Inconsiderate behaviour on the part of either the group making the reservation, or their customers, will result in the remainder of the booking time being cancelled and the group will be asked to leave immediately.

**Management Services & User Services Librarians  
March 2008**

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