James Branch Cabell Library
Event Facility Use Guidelines

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Overview

Cabell Library offers two rooms for use by units/groups outside VCU Libraries: the Cabell Library Lecture Hall and the Cabell Library Board Room. Other spaces in the building may also be available for use as breakout rooms, etc., depending on the nature of the event and the time of year.

The lecture hall and board room are intended to be gathering spaces for the university academic community. **Priority use for the lecture hall is for marquee or high-profile scholarly events and other functions that have university-wide appeal.** Types of events potentially appropriate for the room include lectures, forums, book talks and addresses by university leaders. **Priority use for the board room is for high-level special administrative functions.** Types of events potentially appropriate for the room include meetings about interdepartmental collaborations, planning sessions for university-wide initiatives, candidate interviews for dean positions and faculty/staff mini-retreats.

The lecture hall and board room are not intended for classes, study sessions, general meetings, fundraisers or social functions such as weddings. Because the rooms are housed on the quiet floor of the library, they are also not intended for musical performances, dances or other loud events.

- The rooms are generally booked on an **academic year (July–June) basis.** May 1 is the opening for submissions of requests for the following academic year.
- Annual/major university events, such as the president’s State of the University speech or university-wide Welcome Week activities, may be scheduled **up to two years in advance.**
- Events are not booked on a first-come, first-serve basis. Requests will be **considered according to the following priorities:** library-organized events, library partnerships or library-sponsored events, community or professional outreach events organized by university units/groups outside VCU Libraries, other events organized by university units/groups outside VCU Libraries.
- Student-organized events that are not library partnerships or library-sponsored events are generally **referred to the VCU Student Commons.**

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Reservations

**Designated event manager:** Every event must have an event manager, the VCU employee who will be involved in the entirety of the event planning process. This person must provide the library events office with the detailed information and schedules necessary for making sure that all is ready for the event and must be present at the event from the beginning of setup until the end of breakdown. The library events office will provide guidance on deadlines, requirements and best practices.

**Reservations process:** The event manager must submit the Cabell Library event space request form before their event can be considered. Submitting the form does not constitute a confirmed space reservation. The request will be reviewed by the library events office, and the status of it will be communicated as promptly as possible, generally within five business days. No library space may be publicized as the location of an event until the event manager has received confirmation of their reservation. Only the library events office can confirm reservations.

**Days and times open for use:** Events may be held in Cabell Library only when the building is open. Weekend, early morning and late night events are usually not permitted because of staffing limitations.
Cabell Library Lecture Hall

Rental Cost

The fee scale below is based on fee scales at comparably sized event venues at VCU and at peer institutions. Fees are intended to help cover the costs of basic cleaning and wear and tear. The library events office will provide the event manager with a quote.

- $300 per reservation for events lasting up to 4 hours, including setup, breakdown and cleanup
- $100 per hour for each additional hour

Additional costs may apply.

Setup and Space Description

The lecture hall is a flat-floor room containing no fixed furniture. It can be set up with any type of layout. The space may be partitioned into two sections, one larger than the other, using a retractable hanging wall.

Maximum occupancy for standard setups:
- Lecture style (rows of chairs only): 300 (whole room), 175/125 (divided)
- Conference style (rows of rectangular tables with chairs): 120 (whole room), 70/50 (divided)
- Banquet style (round tables with chairs): 144 (whole room), 80/64 (partitioned)
- Stand-up reception (tables to the sides, no chairs): 400 (whole room), 240/160 (partitioned)

Fixed furniture:
- 2 smart podiums

Movable furniture:
- 1 mobile podium
- 288 lightweight chairs
- 60 heavier chairs
- 8 rectangular six-foot tables
- 20 round five-foot tables

Any additional furniture needs must be discussed with the library events office, and the furniture must be acquired by the event manager through an appropriate vendor.

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Technology:
- 2 wide-screen format video walls—The larger, which supports either the whole room when the room is not divided or the larger section when it is divided, is made up of 25 monitors and measures 275" along the diagonal. The smaller, which supports the smaller section of the room when the room is divided, is made up of four monitors and measures 110" along the diagonal.
- 2 Crestron touch panels mounted to the smart podiums for controlling their respective video walls, audio, lighting, etc.
- 2 computers mounted in the smart podiums, each with 2 monitors, a keyboard and a mouse
- 2 podium mics mounted to the smart podiums
- 4 wall-mounted video cameras
- 2 wireless handheld mics
- 4 wireless lavalier mics
- 16 wireless table mics

Any additional technology needs must be discussed with the library events office, and the technology must be acquired by the event manager through an appropriate vendor. Given staffing limitations, the library events office provides only basic AV setup and troubleshooting. Complicated projects such as live-streamed video must be contracted through VCU Media Support Services.

Computers: The lecture hall smart podiums are outfitted with PCs. Users should format their PowerPoint presentations or other materials appropriately. Laptops, whether PC or Apple, can be plugged in, but this is not best practice. The PCs do not allow users to log in with their VCU credentials and access shared drives. Users should have their materials on Google drive, email, flash drives, etc. The PCs contain CD/DVD players.

Adjacent spaces: Three smaller areas are connected to the lecture hall: a welcome/registration vestibule, a catering kitchen and an outdoor terrace. During events, these are reserved for event use only. The catering kitchen features counter space, a sink, a refrigerator with freezer, an ice maker, a microwave and electrical outlets. The glass wall between the lecture hall and the terrace can be retracted either in part or fully so that guests can come and go freely between the spaces.

Important Warnings

Dividing the lecture hall: The retractable wall cannot be closed or opened during events. It is manually operated, and use of it requires trained, authorized personnel. Dividing the lecture
hall must be approved as part of the reservation process. Dividing the room affects the availability of mics and cameras for the different sides.

Opening the glass wall onto the terrace: The glass wall cannot be opened or closed during events. It is manually operated, and use of it requires trained, authorized personnel. Use must be approved as part of the reservation process. Opening the wall turns off the air conditioning or heating inside the lecture hall. Even if the wall is closed, however, guests may still access the terrace through a door located in the left side of the wall.

Noise: The lecture hall is located on the quiet floor of the library. Doors leading into the vestibule must not be propped open during the event. Loud talking, phone conversation, etc. are not allowed in common areas or restrooms. The event manager is expected to remind guests of this during introductory housekeeping remarks and at the end of the event as guests are leaving. Guests wanting to use cell phones during the event should go onto the terrace or down to the first or second floors.

Images

Facing front:  

Facing back:  

Last updated 5/25/2018
<table>
<thead>
<tr>
<th>Vestibule:</th>
<th>Terrace:</th>
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<td><img src="Image" alt="Vestibule Image" /></td>
<td><img src="Image" alt="Terrace Image" /></td>
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<td>Catering kitchen:</td>
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Cabell Library Board Room

Rental Cost

Currently the board room is available without a rental cost, but additional costs may apply.

Setup and Space Description

The board room is a flat-floor room containing a fixed U-shaped conference table. Side chairs or other furniture can be brought into the room to accommodate a variety of setups.

Maximum occupancy for standard setups:
- With the existing furniture: 18
- With side chairs: 40
- Stand-up reception: 50

Fixed furniture:
- 1 U-shaped conference table with electrical outlets
- 2 six-foot credenzas

Movable furniture:
- 18 rolling leather chairs
- The board room can also make use of any of the mobile furniture stocked in the lecture hall:
  - 288 lightweight chairs
  - 60 heavier chairs
  - 8 rectangular six-foot tables
  - 20 round five-foot tables
  - 1 mobile podium

Any additional furniture needs must be discussed with the library events office, and the furniture must be acquired by the event manager through an appropriate vendor.

Technology:
- 3 wide-screen format wall-mounted screens
- 1 wireless Crestron touch panel for controlling the screens, audio, etc.
- 1 computer mounted inside the left credenza, with a wireless keyboard and a wireless mouse
- 1 wall-mounted video camera

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• 8 wireless table mics for teleconferencing only—Amplification for speakers in the room is not necessary.

Any additional technology needs must be discussed with the library events office, and the technology must be acquired by the event manager through an appropriate vendor. Given staffing limitations, the library events office provides only basic AV setup and troubleshooting. Complicated projects such as live-streamed video must be contracted through VCU Media Support Services.

Computers: One of the board room credenzas is outfitted with a PC. Users should format their PowerPoint presentations or other materials appropriately. Laptops, whether PC or Apple, can be plugged in, but this is not best practice. The PC does not allow users to log in with their VCU credentials and access shared drives. Users should have their event materials on Google drive, email, a flash drive, etc. The PC contains a CD/DVD player.

Adjacent spaces: A catering kitchen is connected to the board room. It features counter space, a sink, a refrigerator and electrical outlets.

Important Warning

Noise: The board room is on the quiet floor of the library. The door leading into the room must not be propped open during the event. Loud talking, phone conversation, etc. are not allowed in common areas or restrooms. The event manager is expected to remind event guests of this during introductory housekeeping remarks and at the end of the event, as guests are leaving. Guests wanting to use cell phones during the event should go down to the first or second floors.

Images

Last updated 5/25/2018
Looking in from the door:

Looking back toward the door:

Credenza:
Additional Charges

**Security:** For events that involve alcoholic beverages, state law requires that at least one police officer be on site. The library events office can make arrangements with VCU Police, and the bill will be directed to the event manager’s unit/group.

**Tech support:** The library events office provides only basic AV setup and troubleshooting and will not stay in the room during the event to manage PowerPoint slides, microphones, etc. but will train someone on the event manager’s team to do these. Complicated projects such as live-streamed video must be contracted through VCU Media Support Services.

**Damages:** The event manager is responsible for any repairs or special cleaning necessitated by their event.
Public Relations and Communications

The library PR and communications office oversees all posters, e-invitations, web pages and other materials posted in the building or circulated broadly about library events. Any PR and communications materials produced by the event manager’s team must be reviewed by the office before circulation. Materials must follow university brand standards. For library partnerships or library-sponsored events, library identity marks and other PR practices will be required.

The library PR and communications office would be happy to coordinate directly with the event manager’s PR office.

Posters and signage:

- Posters and signage must not be attached to any library property, including walls, doors, windows and furniture. Any such items will be immediately removed.
- The library provides only basic signage alerting library patrons to room locations, potential noise, etc. The event manager must provide all other posters and signage.
- Posters and signage provided by the event manager must either be: 1) freestanding, 2) rigid-backed so that it can rest on library easels or 3) printed on paper that fits library poster/signage holders or stands.
- Library poster/signage holders and stands available:
  - 8.5”x11” vertical/horizontal tabletop lucite holders
  - 11”x17” vertical/horizontal tabletop lucite holders
  - 11”x17” vertical stands
  - 24”x36” vertical stands
- Paper posters or signage that fails to fit neatly in these holders or stands must not be displayed. Posters and signage taped to the holders or stands will be immediately removed.
- Posters and signage must not be placed in the library as advertising prior to the event unless the event is a library partnership or is library sponsored. The library PR and communications office will coordinate all such posters and signage with the event manager.

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Facility Use

General guidelines:
- Violation of library facility use guidelines may be grounds for prohibiting the event manager’s unit/group from using library spaces in the future.
- The event manager and their teams must obey general library facilities guidelines and not cause undue disruption of normal library operations.
- The event manager and their team should familiarize themselves with VCU fire safety regulations. Smoking and vaping are prohibited in and around the library, including the terrace. If the event manager or members of their team see an event attendee smoking or vaping, they must ask them to stop.

First-time users: If the event manager is using a particular library space for the first time, they are required to arrange a walkthrough with the library events office.

Setup and breakdown: The library generally provides setup and breakdown of furniture in stock, but the library events office may require help from the event manager and their team, depending on the nature of the event, etc. Setup and breakdown of rental furniture and décor must be managed by the event manager and their team or contracted out through an appropriate vendor. The event manager is responsible for seeing that any items left behind by event attendees are taken to the Information Services desk on the first floor. Generally, setup and breakdown must happen on the same day as the event. Setup the day before or breakdown the day after may be possible, but this must be approved by the library events office.

Deliveries and pickups: Pre-event delivery and post-event pickup of event items such as catering rentals must be coordinated by the event manager with the library events office, and the event manager must be present to supervise. The loading dock, located behind the library, off Linden Street, may be used for deliveries and pickups if scheduled by the event manager with the library events office.

Event items: Event items must be removed immediately after the event unless prior arrangements have been made with the library events office. Otherwise, anything left behind will be discarded.

Parking: The event manager must make all parking arrangements. At evening events, parking inside the loading dock garage may be available for up to two catering vehicles if scheduled with the library events office by the event manager. Any vehicle parked outside the garage will be subject to ticketing by the City of Richmond after 30 minutes.

Wayfinding and greeting: The library has minimal wayfinding signage pointing to event spaces. There is a library map next to the main passenger elevator on the first through the fourth floors. Best practice is for the event manager 1) to alert attendees to the event location
prior to the event, linking to the online library map, and 2) to recruit at least two volunteers to greet guests and provide directions on the day of the event, one stationed in the first-floor lobby and one stationed outside the event location.

**Sticky notes and flip chart sheets:** Self-adhesive materials must not be attached to any library property, including walls, doors, windows and furniture, apart from dry-erase boards. Any such items will be immediately removed.

**Décor:** Décor must not be attached to any library property, including walls, doors, windows and furniture. Any such items will be immediately removed. Glitter, confetti and lit candles, including votives, are not allowed, even on the terrace.

**Tablecloths:** All tables, apart from the fixed table in the board room, must be covered with table coverings, whether cloth or recyclable/disposable.

**Music:** Music, whether live or recorded, is generally not allowed, but exceptions may be made depending on the nature of the event and the time of year.

**Copyrighted materials:** Screening a movie or playing music should comply with copyright and intellectual property laws. The event manager may be required to demonstrate compliance before an event involving media.

**Fundraising, sales and soliciting:** Events organized by units/groups outside VCU Libraries must not charge admission or be used for fundraising, sales or soliciting.

**Damaged, stolen or lost materials:** VCU Libraries is not responsible for any damaged, stolen or lost materials belonging to guests or others at events.

**Exceptions:** Library administration reserves the right to make exceptions to these guidelines when deemed appropriate.
Catering

Food and beverages are allowed inside the lecture hall and board room and most other library spaces. These must be obtained through a caterer, restaurant, store or other licensed kitchen. To ensure food safety, university policy prohibits personally prepared refreshments. Catering details must be approved by the library events office. The event manager may use any of the suggested caterers below, who are already familiar with the library, or other caterers may be used if they are brought in for a walk-through and approved by the library events office prior to the event. The caterer’s arrival and departure at the event must be scheduled in advance, and the event manager must be present to supervise.

Suggested caterers:
- Apple Spice Junction
- Branch & Vine
- Groovin’ Gourmets
- Mosaic
- Olio
- A Sharper Palate
- VCU Catering
- White House Catering

Alcohol: Alcohol is permitted at events; but the server is responsible for holding an ABC vending license; and at least one VCU police officer, not a security guard, must be present throughout the event. The library events office can make arrangements for police coverage, and the event manager’s unit/group will be billed.

Guidelines for caterers:
- Cooking is not allowed on the library premises. Use of hot plates and other cooking devices will set off fire alarms. Warming of food is permitted in chafing dishes, microwaves, warming ovens and electric coffee urns.
- Hot dishes may not be set directly on tables or other furniture surfaces.
- After events, trash must be placed in appropriate receptacles, and library spaces must be left as they were found. Catering materials and rentals must be removed immediately unless prior arrangements have been made with the library events office. Otherwise, anything left unauthorized will be discarded.

Liability: Failure to adhere to the above guidelines may result in the caterer’s not being allowed to cater further events in library spaces. Any repairs or special cleaning necessitated by the caterer will be charged to the event manager’s unit/group.

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For Questions

Please contact the library events office:

Gregory Kimbrell
Events and programs coordinator
James Branch Cabell Library, Room 314-S
kimbrellgg@vcu.edu
Office: (804) 828-0593
Work cell: (804) 393-2951

Emily Kundrot
Events and communications assistant
James Branch Cabell Library, Room 314-U
kundroter@vcu.edu
Office: (804) 827-1910
Work cell: (804) 357-7655

If you are contacting the office about a new event space request or a future event possibility, please allow five business days for a response. If your need is urgent, you may also contact Sue Robinson, director of communications and public relations, at srobinson26@vcu.edu. If you need assistance with public relations for your event, please contact Sue Robinson.