Facility Use Guidelines

Overview

The Cabell Library Lecture Hall is a gathering space for the VCU academic community. Priority use is for marquee/high-profile VCU scholarly events or other VCU community functions that have university-wide/broad appeal. Types of events potentially appropriate for the lecture hall include lectures, forums, book talks and addresses by university leaders. The space is not intended for classes, study sessions, general meetings, fundraisers or social functions such as weddings. It is also not suited for conferences that require break-out spaces. And because it is housed on the quiet floor of an active library building, it is not intended for musical performances, dances or other loud events.

- The lecture hall is generally booked on an academic-year (July-June) basis. May 1 is the opening for submissions of reservation 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. Reservations will be considered according to the following priorities: library-organized events, library partnerships or library-sponsored events, university events, departmental events, events organized by groups affiliated with the university or with whom it has an important relationship.
- Student-organized and -run events that are not library partnerships or library-sponsored events are referred to the VCU Student Commons.

Reservations

Designated representative/event manager: Every event must have a designated representative/event manager, ideally the same person making the reservation request, who will be involved in the entirety of the event planning process and who must be present at the event from the beginning of setup to the end of cleanup. The event manager will be expected to provide detailed the information and schedules necessary for making sure all is ready for the event. The library events office will offer guidance on deadlines, requirements and best practices. The library events office reserves the right to cancel an event without a responsible event manager.

Reservations process: Event organizers must submit the online reservation request form before their events can be considered. On the form, event organizers must supply dates and...
times, the title of the program, the expected audience size, the estimated make-up of the audience (faculty, students, community members, etc.) and other information to enable thoughtful decision-making by the library events office.

Submission of the form does not constitute a confirmed reservation. Requests must be reviewed by the library events office, and the status of a request will be communicated as promptly as possible, generally within five business days of receipt. Only the library events office can schedule and confirm events. The lecture hall must not be publicized as the location for an event until the event manager has received confirmation.

Days and times open for use: Events may be held in the lecture hall only during weekdays and when the university and the library are open. Availability of the lecture hall is determined by staffing needs, availability of resources, the discretion of library administration, etc.

Fees

The fee scale below is based fee scales at comparably sized event venues at VCU, around Richmond and at peer institutions. Fees are intended to help the library cover basic cleaning costs and wear and tear on the space and other resources. Event organizers must provide a budget code on the reservation request form. The library events office will provide a quote detailing costs as part of the reservation process.

- $300 per reservation for events lasting up to 4 hours, including all reserved time related to the event for furniture moving, setup, breakdown and cleanup
- $100 per hour for each additional hour

Additional charges:

- Late cancellation/no show: Failure to cancel a reservation at least five business days in advance will result in a late-cancellation/no-show fee equal to 50% of the quoted rental fee.
- Security: Coverage by a police officer is required by law for all events involving alcohol. VCU Libraries may also require security coverage for other events, such as events lasting late into the evening. The library events office can make arrangements with VCU Police, and the bill will be directed to the event manager’s department.
- Tech support: The library events office can provide only basic pre-event setup and troubleshooting for technology. Additional tech support (as for managing equipment during events, filming, live streaming, audio recording, etc.) must be arranged by the event manager. VCU Libraries may require professional tech support for high-profile events in order to ensure that the events run smoothly and favorably reflect the university. In these cases, the library events office can make arrangements with appropriate vendors, and the bill will be directed to the event manager’s department.
● **Damages:** Event managers are responsible for any repairs or special cleaning necessitated by their events. VCU Libraries is not responsible for any damaged, stolen or lost materials belonging to guests or others at events.

**Setup and Space Description**

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

**Furniture:** The lecture hall is stocked with 288 lightweight stacking chairs, 60 heavier side chairs, eight rectangular six-foot folding tables and a 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 the appropriate vendor.

**Technology:** The lecture hall is equipped with two 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. The lecture hall is also equipped with two fixed Crestron smart podiums that control their respective video walls, audio, lighting, etc., as well as two fixed podium mics, 16 wireless table mics, two lavalier mics and one handheld mic. Four cameras for teleconferencing and video recording are mounted to the walls. Any additional technology needs must be discussed with the library events office, and the technology must be acquired by the event organizer through the appropriate vendor.

**Computers:** The lecture hall smart podiums are outfitted with PCs. Users should format their PowerPoint presentations or other materials appropriately. PC or Apple laptops can be plugged in, but users must supply their own HDMI or VGA cables and adaptors. The PCs in the smart podiums do not allow users to log in with their VCU credentials and access shared drives. Users should have their event materials on a readily accessible flash drive, Google drive, email, etc. The PCs contain CD/DVD players only. For playback of other media, users must supply the necessary equipment.
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 spaces are reserved for event use only. Use of these spaces does not affect the maximum capacity of the lecture hall. The catering kitchen features counter space, a sink, a refrigerator with freezer, an ice maker, a microwave and outlets for warming ovens.

Dividing the lecture hall: The lecture hall will be divided with the retractable hanging wall only for events that strictly require two separated spaces. For all other events, such as lectures followed by receptions, the wall will not be used. The 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. Note that dividing the space affects the availability of mics for the different sides of the space and limits teleconferencing capabilities.

Opening the glass wall onto the terrace: The glass wall between the lecture hall and the terrace can be retracted either fully or in part, so that guests can come and go freely between the spaces. Like the retractable hanging wall, the glass wall cannot be opened or closed during events, and use of the wall must be approved as part of the reservation process. Note that 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 the handled door located in the left side of the wall or through the door in the welcome/registration vestibule.

Noise: The lecture hall is on the library’s quiet floor, the level just beneath the silent floor. Users and guests are asked to respect library patrons working in the building during events. Event managers are expected to remind guests of this if they are speaking outside the lecture hall. Access to the lecture hall should be through the welcome/registration vestibule only, unless the space is divided, and all doors to the space should be kept closed during events.

Facility Use

General guidelines:

- Users must obey general library facilities guidelines and not unduly disrupt normal operations.
- Users should familiarize themselves with VCU fire-safety regulations.
- Smoking (including vaping) is prohibited in and around all library spaces, including the terrace.
- Animals, apart from service animals, are prohibited inside all library spaces.
- Users who violate library facilities guidelines can be prohibited from using the lecture hall or other library spaces in the future.
First-time users: First-time users of the lecture hall are required to do a walkthrough and have training in use of the space.

Setup, breakdown and cleanup: The event manager is responsible for setup and breakdown of lecture hall furniture, decorations, etc. and may also be asked to take the trash from the space to the dumpster at the loading dock. The event manager is responsible for seeing that any items left behind by guests in the space or adjacent areas are taken to the Information Services desk on the first floor. Generally, setup, breakdown, and cleanup must happen on the same day as the event. Setup the day before or breakdown and cleanup the day after may be possible, but this must be approved as part of the reservation process and will be included in the total rental time, thus affecting the rental fee.

Deliveries and pickups:
- Pre-event delivery and post-event pickup of event items must be coordinated by the event manager with the library events office, and the event manager must be present to supervise deliveries and pickups. For catered events happening on Fridays, any soiled items such as used linens and china may not be left until Monday, but must be collected either the same day or, if the library is open, on Saturday.
- The loading dock is located behind the library, off Linden Street. It may be used for deliveries and pickups of event items if scheduled with the library events office. At evening events, parking inside the loading dock may be available for catering vehicles only. Any vehicle parked outside the loading dock will be subjected to ticketing by the City of Richmond after 30 minutes.

Parking: The event manager must make all parking arrangements.

Public relations and communications: All communications about events held in the lecture hall must follow guidelines set by the library events office. For all library partnerships or library-sponsored events, library identity marks and other public-relations practices will be required for posters, invitations and other publicity.

Signage and wayfinding:
- Signage, decorations and other materials may not be attached to any library walls, doors, windows, posts, pillars or other surfaces.
- The library events office will provide only basic signage alerting library patrons to potential noise from events, etc. The event manager should provide all other signage, but signage must follow library design and size standards and must be approved by the library events office. The library events office maintains a stock of 11”x17” and 24”x36” vertically oriented double-sided sign holders that may be reserved for events. If the event manager wishes to use these sign holders, signs must be sized 11”x17” vertical or 24”x36” vertical and must be inserted into the holders, not fixed with tape or other materials either to the outside or inside of the holders. All event signage must be
removed at the conclusion of the event. For events that are not library partnerships or library-sponsored events, signage and other posters may not be placed in the library prior to the event for advertising purposes.

- Best practice is for the event manager to recruit at least two volunteers to facilitate wayfinding: one stationed in the lobby and one stationed on the third floor between the elevator and staircase closest to the lecture hall.

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

**Copyrighted materials:** Users must ensure that screening a movie or playing music during an event complies with appropriate copyright and intellectual-property provisions. VCU Libraries may require users to demonstrate compliance before events involving such media.

**Sales and soliciting:** The lecture hall is intended for furthering the mission of VCU Libraries. Non-library events may not charge admission or be used for fundraising, selling or soliciting without special permission from the University Librarian.

**Exceptions:** Library administration reserves the right to make guideline exceptions when deemed appropriate and in the best interests of the library or the university.

**Catering**

Food and beverages are allowed inside the lecture hall. For public events, these must be obtained through a caterer; personally prepared food and beverages are prohibited. Catering details must be approved as part of the reservation process. The event manager may use any of VCU Libraries’ suggested caterers, who are trained to use the lecture hall, and other caterers may be used if they can be trained in using the space and approved by the library events office prior to the event. The arrival and departure of the caterer at the event must be scheduled in advance, and the event manager must be present to supervise.

**Suggested caterers:**

**Lunch:**
- Apple Spice Junction
- Au Bon Pain
- Branch & Vine
- Groovin’ Gourmets
- Homemades by Suzanne
- Olio
- Panera
- Stuffy’s Subs
VCU Catering (Aramark)

Reception:
- A Sharper Palate
- Groovin’ Gourmets
- VCU Catering (Aramark)
- White House Catering

Guidelines and responsibilities for caterers: No cooking may be done on the premises. Open flames are permitted in chafing dishes only. Hot dishes may not be set directly on counters, tables or other furniture surfaces. The library has limited ability to store catering materials. Materials left after events will be discarded unless prior arrangements have been made. Caterers using the catering kitchen must, after events, leave the space as they found it. Any repairs or special cleaning that result from the caterers will be charged to the event manager’s department.

Alcohol: Alcohol is permitted at events, but the server is responsible for providing an appropriate ABC vending license, and a police officer, not a security guard, must be present throughout the event. The library events office can make the arrangements for police coverage, and the event manager’s department will be billed. Additionally, the event manager must submit a completed alcohol authorization agreement form (sent to the event manager at the time of reservation confirmation) prior to the event. Any event violating these guidelines risks being shut down by law.

Tablecloths: All serving and eating surfaces must be covered with table coverings, whether cloth or disposable.

For Questions

Please contact the library events office:

Gregory Kimbrell
Events and programs coordinator
kimbrellgg@vcu.edu
Cell: (804) 393-2951

Emily Kundrot
Events and communications assistant
kundroter@vcu.edu
Cell: (804) 357-7655
If you are contacting about a reservation request or a future event, please allow five business days for a response. The events office fields a large volume of calls and emails, many of which are high-priority communications related to troubleshooting or assisting event managers with existing events. If your need is urgent, you may also contact Sue Robinson, director of communications and public relations, at srobinson26@vcu.edu.