

## Room Reservation Policies (Tarver)

Both the Thigpen-Parsons Memorial Seminar Room and the Elam-Alexander Room may be reserved by members of the Mercer community. Reservations must be made through the [Campus Reservations \(25Live\)](#) site, and usage policies are listed below.

### Booking

- Only Mercer-affiliated groups may use these rooms. Library-sponsored activities have priority. Events requiring video conferencing have priority in Thigpen-Parsons.
- Only currently enrolled or employed Mercer University students, administration, faculty, or staff may reserve Library event spaces.
- Rooms are intended for meetings, presentations, event receptions, and exhibits.
- Rooms may be booked between Monday-Friday only. Rooms are not available for use on the weekends.
- All rooms must be reserved in order to be used. No walk-in use is permitted without making a reservation.
- All rooms are available to reserve up to one (1) semester in advance.
- Inquiries concerning events will be referred to the person signing the agreement or the designated contact person for the organization.
- Every attempt will be made to accommodate the event in the requested space; however, room assignments are subject to change.
- Organizations must provide notice of cancellation 72 hours in advance of a scheduled event. Failure to do so may result in denial of future requests.

### Availability and Access

- **All events must be held Monday-Friday during library hours.** Set up of chairs, tables, and media/technology items and delivery of food items, either catered or purchased, for all events must take place either the day before an event by 5:00 PM (Friday for Monday events) or the day of an event after 8:00 AM.
- Events may begin no earlier than 9:00 AM and must be concluded and room cleaned and vacated according to the following schedule:
  - Thigpen-Parsons must be cleaned and vacated by 4:00 PM
  - Elam-Alexander must be cleaned and vacated by 9:00 PM Monday through Thursday and by 4:00 PM Friday.
- The library's main entrance (second floor) should be used by Aramark and National for set-up, take-down, and/or catering services.

### Policies

- Organizations must provide a greeter and/or signage at Library entrances to facilitate participant access to and navigation in the Library.
- Advertisements in the media must be authorized in advance by the Library.

- The advertising of any product, book, software, merchandise, event, or use of the meeting room for private profit is prohibited.
- Smoking/vaping, chewing tobacco, and alcoholic beverages are prohibited.
- At the end of a function, the event space(s) must be left clean. All garbage, catering equipment, etc., must be removed. There will be a \$200.00 charge to clean up after any function requiring excessive attention.
- Organizations are responsible for all costs associated with any damage to the event space during its use, as determined by the Library.
- Any organization may be prohibited from using Jack Tarver Library event spaces for violating any of the guidelines or library standards of acceptable behavior.

**Questions?** Please contact Circulation at [library\\_circulation@mercer.edu](mailto:library_circulation@mercer.edu) or [\(478\) 301-2961](tel:(478)301-2961).