

UNIVERSITY of VIRGINIA LIBRARY

Mary and David Harrison Institute for American History, Literature, and Culture &
Albert and Shirley Small Special Collections Library

Guidelines

Reservations

Priority will be given to programs using Special Collections and/or other Library collections; and those events and programs that clearly support faculty and student use of Library resources.

The Harrison Institute will accept room reservations for the fall semester starting the first week of March for the next school year. Reservations for the spring and summer semesters will be taken the first week of October.

Reservations will not be accepted for regular weekly meetings.

Building

A member of the Harrison Institute/Small Library staff will be available throughout the event to ensure space availability, that reasonable care is exercised in the use of the space, and to secure the building following the event.

All events, including the setup, breaking down and cleaning up of an event must end by 11:00 p.m. to accommodate the closing of the facility.

Only Harrison Institute/Small Library furniture may be used for events.

No furniture may be placed in the stairwell area or in the doorway between the stairwell and the vaulted hallway on the first floor of the Harrison Institute/Small Library building.

Carpets and floors must be protected from water and spillage in bar and serving areas by exercising care and using appropriate coverings.

No decorations may be taped, tacked, stapled, nailed, or glued to any surfaces.

The renter will be held liable for any damage caused to either furnishings or the building itself.

Catering Guidelines

Event organizers are responsible for making their own catering arrangements with an approved caterer (list attached). Flowers, linen rentals, etc. can also be arranged through your caterer.

In order to ensure access to the Harrison Institute/Small Library building, the caterer's time of arrival must be a predetermined **specific time that is scheduled and confirmed in advance with Harrison Institute/Small Library staff.**

Any advance delivery or post-event pick-up of any materials must be at a specific time that is scheduled and confirmed in advance with Harrison Institute/Small Library staff, in order to ensure access to the Harrison Institute/Small Library building.

Tables and chairs are available for your event. The event organizer is responsible for setup/breakdown of the rooms. Specifics must be arranged between the event organizer and the caterer. Harrison Institute/Small Library staff will not be responsible for the set-up or break-down of your event.

Events where underage guests will be in attendance and alcohol will be served, whether department or student sponsored, must receive approval from the Vice President for Student affairs or designee for the area.

Open flames are prohibited for lighting/decorative purposes, including but not limited to votives, candelabra, lanterns.

Parking Guidelines

Event organizers are responsible for making their own parking and transportation arrangements. Please contact Parking and Transportation at (434) 924-7231.

Reservable Space

Auditorium

The Auditorium, located on the lower level, is an multi-purpose space that can be used for lectures, banquets, receptions and meetings. The room is equipped with chairs, round and rectangular tables, projection screen, video/data projection system, wireless network, and phone jacks. The auditorium can accommodate up to 200 lecture style and 120 for a seated meal.

Seminar Rooms

Room 318 A, located on the 3rd floor, is a conference room that can accommodate 10-12 people seated around a conference table. The room is equipped with 5 tables and 15 chairs, projection screen, dry erase board, wireless network, and phone jacks. The furniture can be reconfigured.

Room 318, located on the 3rd floor, is a conference room that can accommodate 20-25 people around a hollow square conference table. The room is equipped with 10 tables and 25 chairs, projection screen, dry erase board, video/data projection system, wireless network, and phone jacks. The furniture can be reconfigured.

(PLEASE NOTE : ALL EVENTS/MEETINGS HELD IN THE SEMINAR ROOMS MUST END BY 5:00 PM)

PLEASE NOTE THAT UNIVERSITY DEPARTMENTS AND STUDENT ORGANIZATIONS ARE ONLY CHARGED WHEN CERTAIN CRITERIA ARE MET.

ROOM	STUDENT RATE	DEPARTMENT RATE	NON-UNIVERSITY RATE
Auditorium	\$200.00	\$200.00	\$200.00
Morris Seminar Room (318A)	No Charge	No Charge	\$100.00
Byrd Seminar Room (318)	No Charge unless a/v equipment is used or food is served \$100.00	No Charge unless a/v equipment is used or food is served \$100.00	\$100.00
Morris/Byrd Combined	No Charge unless a/v equipment is used or food is served \$150.00	No Charge unless a/v equipment is used or food is served \$150.00	\$150.00

PLEASE NOTE: THERE IS AN ADDITIONAL CHARGE FOR EACH EVENT INVOLVING FOOD AND DRINK. ALL EVENTS MUST BE CATERED BY AN APPROVED CATERER.

OTHER	FEE	FEE APPLICABLE TO
Catered Reception	\$200.00	STUDENT ORGANIZATIONS, DEPARTMENTS, NON-UNIVERSITY
Seated Banquet/Reception	\$300.00	STUDENT ORGANIZATIONS, DEPARTMENTS, NON-UNIVERSITY
Light Refreshments	\$100.00	STUDENT ORGANIZATIONS, DEPARTMENTS, NON-UNIVERSITY

12/17/2004