

Events in the Gallagher Law Library Policies and Procedures

Policy: Gallagher Law Library's supports UW Law by providing library space for UW Law sponsored events (e.g. receptions, anniversaries, dinners, etc.).

Please Note: even if library is closed, law students, faculty and staff, as well as library staff, may use it throughout the event.

Procedures:

Information to submit via email to Alena Wolotira, alenaw@uw.edu, for distribution to all library staff. *NOTE: This information must be provided **at least two weeks** prior to the event. Any updates or changes should also go to Alena for distribution.*

Title of Event: _____

Description: _____

Event Coordinator (Host) name, email & phone: _____

Event Alternate Contact (Host) name, email & phone: _____

Day and Date of event: _____ Number of Guests _____

Schedule of times for event:

Set up start time: _____

Caterers arrive (if applicable): _____

Event starts (guests sometimes arrive prior to start time): _____

Event ends: _____

Clean up expected to be done: _____

Caterers expected departure (if applicable): _____

Microphone in use? Y N If yes, approximate timing _____

Associate Dean of the Gallagher Law Library and Information Systems use only:

Will the Gallagher Law Library be open to the public during this event?

Closed Open

Exact areas of use and who will be using them:

Location	Caterer	UWLS Host Staff	Guests
Reference Area			
L1 Law Student Area (tables south of light well, next to windows)			

Location	Caterer	UWLS Host Staff	Guests
Library Entrance (main doors to interior elevator)			
Waiting area near Circ Desk			
Public computing area (north of light well, by reference area)			
Area between light well and student lounge (near Good Reads)			
L1 Law Student Lounge			
L1 Stacks			
L1 Main Copy Alcove			
L1 Reference Area Copy Alcove			
L2 Student Commons			
Law Student Study Rooms			
L2 (area with large tables)			

Host Checklist

- Arrange meeting with library staff to walk-through event details, if necessary
- Arrange for door alarms to be turned off & back on if necessary (contact gatesbc@uw.edu)
- Arrange for lighting schedule changes if necessary (contact Alena Wolotira at alenaw@uw.edu)
- Arrange for extra garbage and recycle containers to be placed where needed and removed after event (contact gatesbc@uw.edu)
- Make sure all necessary equipment and supplies will be on hand. The library does not have any such items to provide, such as extension cords, warming pans, etc.
- For AV support (mic/projector, etc.) contact lawhelp@uw.edu to reserve equipment and schedule support personnel time
- If your event is open to the public, complete the UW form Request for Use of University Facilities (UUF) form: <https://depts.washington.edu/sprogram/>
- If alcohol will be served, follow the instructions on the UW Alcohol and Beverage Service page: <http://www.washington.edu/marketing/events/alcohol/> (submit a UUF, complete the Alcohol Request Form, apply for a state permit, etc).
- Clear patrons from area at the time needed
- Plan post-event cleaning (get equipment, e.g vacuum cleaner from custodial staff)
- After event, inspect area and contact custodians re: any spots/stains or other special cleaning needs (contact gatesbc@uw.edu)

Law Library Staff Checklist

- 1) Notify all staff of upcoming event. Circ and Reference make sure any students and interns have information to be able to answer patrons' and guests' questions.
- 2) Notify patrons of all areas to be in use and at what time(s):
 - Signage throughout area(s): 3-4 days prior to event (notice to clear area, warn of event noise, suggest alternate study areas, thank patrons for understanding)
 - Coordinate with Host on signage during event (generally Host is responsible for event signs, but additional signs directing library patrons may be needed)
 - Main sign near or on Circdesk: 4 days prior to event
 - Students: Announce at SBA mtg., send emails or post to FB page on day of the event
 - Law Library Website: 2 weeks prior to event if library will be closed; optional if library will remain open.