Reservation Policy
Library Gallery (2nd floor)

The Gallery (Room LL205), located on the 2nd floor of the Lake Worth campus library, is used primarily as a quiet study area for students. It may, however, be reserved for activities related to the mission of the College and the LLRC. Priority is given first to:

1. Library sponsored events and activities.
2. College committee meetings and/or sponsored events.
3. Programs and activities of College approved clubs and student organizations.

Reservations are accepted on a first come, first served basis up to 90 days in advance. Group activities and room use cannot interfere with library business.

Capacity/ Setup styles
The Gallery accommodates up to 35 depending on the setup. The room may be setup in a number different ways: theatre, small groups, conference, classroom, and banquet. Tables, chairs, or other furnishings should not be moved in or out without permission.

Equipment/Setups
The room has a television and a podium. If additional seating, tables, or equipment is required, it is the responsibility of the meeting organizer, sponsoring club, or organization to make specific arrangements for services with Physical Plant and/or Media Services. Any requests for additional furniture or equipment must have prior approval from the library director, Brian Kelley. A copy of the work order and the media equipment request should be on file with the Elizabeth Bonneau.

Setup and cleanup of all tables and chairs, including returning furniture to original setup, is the responsibility of the reserving party.

Availability
The room is available only when the library is open. All meetings must end 15 minutes before the library closes, and the room must be vacated by closing time. Any group who does not vacate in a timely fashion may forfeit their future reservations.

Cancellations/Rescheduling
If an event is cancelled, postponed, or moved the meeting organizer, sponsoring club or organization should immediately contact Brian Kelley or Elizabeth Bonneau.

The library reserves the right to change previously scheduled reservations at its discretion with advance notice to the original reservation holder to accommodate a group with a higher priority.
**Eating/Drinking**
Eating and drinking in the Gallery is not permitted unless approved by the library director (Brian Kelley). Ordering delivery of food is prohibited. Any spills should be wiped up, and trash discarded before leaving.

**Room Reservations Procedures**
1. All reservations must be submitted directly to Brian Kelley or Elizabeth Bonneau (561-868-3800), or may be requested via the [Library Instruction Request Form](http://www.palmbeachstate.edu/forms/instruction_request.htm).
   - Brian Kelley
     - Phone: 868-3800
     - E-mail: kelleyb@palmbeachstate.edu
   - Elizabeth Bonneau
     - Phone: 868-3800
     - E-mail: bonneaue@palmbeachstate.edu
   - Library Instruction Request Form
     - [http://www.palmbeachstate.edu/forms/instruction_request.htm](http://www.palmbeachstate.edu/forms/instruction_request.htm)
2. The sponsor/advisor of College approved clubs or student organizations must initiate the request.
3. A minimum of 15 must be in attendance for College approved clubs or student organizations.
4. Reservations will be entered in the library Outlook calendar. The sponsor/advisor requesting the use of the room will receive notification via e-mail and should accept, accept as tentative, or decline each meeting request. The reservation is not considered confirmed until the sponsor/advisor has responded.