

LIS Space Policy
Version of 28 January 2023

The LIS Space consists of classrooms 003F and 003G, the diner and the common area.

- All requests to hold meetings and educational events in the LIS Space are made via the LIS Program Coordinator, who will share with faculty for approval.
- Space requests can be submitted via email, and must include a summary of the event, the responsible contact person, and an estimate of the number of attendees.
- Space requests require a minimum of two weeks notice.
- No events can be scheduled during times when courses are being held in classrooms 3F and 003G. Consult the [LIS course schedule](#).
- All events must be scheduled during regular [Hamilton Library hours](#).
- Please keep food and drinks within the LIS diner, though water bottles with spill proof covers are allowed in classrooms.
- Please do not leave any leftover food or drink in the diner. If you wish to leave food for students, please date and label each container “free for students.”
- Dispose of food waste only in the designated bin.
- If your event generates more trash than can fit within the bin, please bag and remove it from the library.
- Organizers and participants are responsible for setup, transport and cleanup including wiping down tables, returning desks and chairs to their original location, sweeping floors as needed and generally leaving the space in the same condition as it was entered.
- If you are given a door code, please do not share it with participants. Prop the door open during the event, and make sure it is closed when your event is concluded.
- Organizers and participants are responsible for ensuring that events adhere to all applicable university policies. Alcohol is explicitly prohibited per [university policy](#); exceptions require a permit.
- Violation of any of the above policies may result in denial of future requests to use the space.

We apologize if these policies may seem strict, but our waiver from UH Libraries that allows some food in the diner can be revoked if food waste and spillage attract insects, which threaten library materials.