This document applies to the use of several public areas of Love Library. These areas can be used by UNL Departments/Units and Recognized Student Organizations to promote services, educate students, and seek participation by students. The lobby is best used for short term promotional opportunities.

Available Spaces:
Love Library Lobby, 1st floor
Love Library 2nd Floor Lobby
Mezzanine Room (221 LS)
The Link (2nd floor interior space between north and south buildings)
Other spaces may be available by case-by-case permission

Basic Guidelines:
- The use must be consistent with the role and mission of the University Libraries. The University Libraries reserves the right to deny any request for use of the facility.
- These areas are available for use Monday-Friday, 8 am – 5 pm. (Set up may not begin any earlier than 7:30 a.m.)
- Reservations are required to use the space and should be made at least 7 business days before the event.
- Fundraising, political or religious events are not permitted.
- One long extension cord can be provided. Please let us know if you are planning to bring technology.
- A major service desk of the University Libraries is located in the South Lobby and noise can be a factor. We will try to place your table(s) in the appropriate location within the lobby to minimize any noise issues for both you and the Circulation Desk.
- Food and Beverages are allowed in Love Library. It is preferred that the beverage container have a lid (i.e. coffee lid, bottle cap). No alcohol is allowed. Food or beverages cannot be left unattended.
- The event sponsor is responsible for the removal of all debris. Trash must be removed from the lobby.
- The table(s) must be staffed at all times.
- The Libraries reserves the right to place some of our promotional material on your table.

What we can provide and set-up:
- Tables (limit of 2)
- Chairs (2 per table)
- An extension cord
- Garbage can

To make a reservation:
To check availability and make a reservation to use the any of the areas listed above, contact Joan Barnes (mailto: jbarnes3@unl.edu) (402-472-6987), Community Engagement Librarian. The Facility Use Reservation Form must be submitted. Mail completed Facility Use Reservation Form to Joan Barnes, 434 Love Library, City Campus, 4100 or email it to jbarnes3@unl.edu.
The sponsoring organization or department must designate a responsible contact person. The responsible person’s signature and contact information on the reservation form indicates that he or she has read the Facility Use Guidelines and will assure that they are followed.

All reservation requests will be reviewed and approved by the appropriate Libraries staff members. The reservation is confirmed only when a copy of the Facility Use Reservation Form is returned to the contact person of the sponsoring organization.

YOUR SIGNATURE INDICATES YOU UNDERSTAND THESE GUIDELINES

Signature of Contact Person ____________________________ Date ________________

e-mail address: ________________________________

Phone number: ________________________________