

Event Space Policy

The UNLV School of Medicine Library (SOML) is committed to providing library programs and events in partnership with the Kirk Kerkorian School of Medicine at UNLV. As a branch library within the University Libraries, comprising Lied Library, Architecture Studies Library, Music Library, and Teacher Development & Resources Library, SOML follows the guidance set forth by the Dean of Libraries with regard to library space utilization for activities and events.

SOML follows [UNLV Libraries Events Policy and Processes](#) with special consideration for the following:

Events taking place in the library must be co-organized by a member of the SOML library faculty or staff. Entities who do not have regular access to the MEB and are looking to meet in a library space will require approval from Kirk Kerkorian School of Medicine administration.

Below is a list of available spaces specific to this policy:

- **Third Floor Gallery:**

The Third Floor Gallery is located on the third floor of the library. It is situated in a two-story open space that includes soft seating furniture, tables, barstool seating, and a presenter stage that is part of the library staircase. The base of the staircase can hold no more than three seated presenters at a time. Furniture can be rearranged for library events and sits up to 25 (See [Third Floor Gallery Set Up](#)). Audiovisual equipment is not provided for this space.

- **Library Makerspace:**

The Library Makerspace is located on the fourth floor of the library. It is a classroom-style space that includes barstool chairs and two rows of tables. The space sits up to 24. A computer monitor, mouse and keyboard, and separate computer cart is provided for this space to allow for virtual or hybrid events. (See [Makerspace Visual Set Up](#))

The following space is not part of this policy:

- **Library Computer Lab:**

The Library Computer Lab is located on the third floor of the library behind the library offices hallway. It is an open air space that includes eight computer stations and office task chairs. The space sits up to 16. It can be reserved by library faculty and SOM faculty on Google Calendar (Room 300J) **for instructional purposes only**, but not part of this policy. Audiovisual equipment is not provided for this space.

For the purposes of this policy, the following terms are defined:

- **Library Organizer/Co-Organizer:** Is a member of the SOML library faculty or staff and considered the event organizer or co-organizer for the planned activity or event taking place in the library.
- **Library Sponsor:** Is the entity that provides financial support for the planned activity or event taking place. Examples of financial support include payment of catered services, parking permits and space, honorariums, etc.

Note: These policies and procedures pertain to the University Libraries, please consult with the Kirk Kerkorian School of Medicine Facilities and Administration for related policies, procedures, and [forms](#) required to conduct events outside of the library.