

Taylor Room Reservation Policy

Who can reserve Taylor space and how:

SISE instructors, Taylor staff, SE professors, and Taylor student fellows can request to reserve a room. Please e-mail Heather Marinaro, Department Administrator, at hmarinar@tulane.edu for the Taylor Space Reservation Request Form.

Taylor–advised student organizations, student ventures involved in Taylor programming, and Changemaker RLC participants are permitted to reserve Taylor as space allows. Please e-mail Samantha Fleurinor, Program Coordinator, at sfleurin@tulane.edu to learn more about the booking process for students.

Campus and Community partners are permitted to reserve Taylor as space allows if a Taylor faculty or staff member or student fellow will sponsor the group and remain on site for the duration of the event. Please e-mail hmarinar@tulane.edu to discuss your request.

- Requests must be submitted at least two (2) business days prior to the event. Late submission may not be accommodated.
- All bookings are done by Department Administrator, Heather Marinaro at HMarinar@tulane.edu.
- Students and community partners should copy their direct Taylor staff/faculty contact on all e-mail reservation requests.

Rooms that can be reserved:

- Design Thinking Studio – accommodates 35-70 people, depending on setup

- Conference Room – accommodates up to 10 people
- Nook – can accommodate 1-2 people

Priority reservation:

Priority will be given to SISE mnemonic courses or formally accepted electives that are recognized as SISE credit. SISE classes that are interactive and utilize Taylor materials (i.e. DT materials, sticky notes, large paper for in-class presentations) are given priority over classes primarily using a lecture format. Outside events may be considered if the intent of the activity fits with the ethics and culture of Taylor/SISE and at least one Taylor affiliate is present for the duration of the event. Groups external to Tulane University will be required to reserve the space through Tulane's facility use request, available at <https://facilityrequest.tulane.edu/>. Outside classes or events are more likely to be considered if they are meeting outside of work hours, Monday-Friday 8:30 AM to 5 PM. During work hours, one-off events are more likely to be considered than regularly-occurring meetings/events.

Available times are contingent upon the needs of regularly scheduled classes. Requests are processed on a first come, first serve basis and should specify how the individual or group plans to leverage the collaborative and experiential aspects of the space.

Taylor reserves the right to withdraw the offer of the space usage should an internal need supersede the reserved event. Should this situation arise, we will make every attempt to reschedule based on availability of the space and provide adequate time to find an alternate location.

Operations and hours:

Taylor operations are dependent on the Howard Tilton Library operation schedule. Generally, reservation requests are considered during the times listed below. Proposals for exceptions will be considered on a case-by-case basis.

Monday through Friday, 8 AM to 10 PM*

*[*From the Howard Tilton Late Night Access Policy:](#) At 8:00 PM each night, access to the Howard Tilton Library will be limited to active Tulane affiliates and anyone with a Howard-Tilton Memorial Library borrowing card. No one will be asked to leave the building after 8:00 PM, unless they are in violation of the library code of conduct. Patrons in the building prior to 8:00 PM are welcome to continue to use the building, but if they leave and try to re-enter, they will need to show an ID.*

Saturday and Sunday, 9 AM to 8 PM

Events are not typically scheduled on official University holidays – proposals for exceptions will be considered on a case-by-case basis. If the University experiences an emergency closing due to weather, utility failure, or other unforeseen circumstances, the event is considered cancelled and the space should not be accessed.

All Taylor students, faculty, staff, and guests should be aware of and comply with the Howard-Tilton Library & Building Policies: <http://library.tulane.edu/about/library-building-policies>.

Room use expectations

All Taylor users are expected to leave the space and its equipment in good order, and people given the privilege of reserving space will be asked to sign an agreement acknowledging the responsibilities of maintaining the Center.

Users are expected to take extra care that no damage is done to spaces or any furniture or equipment and that the room is returned to a class-ready condition (see details below). Only blue painter's tape may be used on the walls and floor – other tape and pushpins are not allowed unless special permission is requested and given.

Clean Up

Meeting rooms must be cleaned after a function. Trash **MUST** be removed, tables wiped, and chairs back to place.

- **Trash:** You must remove all trash before departing the building and re-configure the room at the end of your event/meeting.
- **Recycling:** Place recyclable paper and cans in the appropriate bins.
- **Tables:** All tables and chairs must be wiped down with the cleaning spray provided, particularly after you have used markers or DT supplies or when you have provided food.
- **DT Supplies:** Supplies and materials in the storage units are primarily designated for DT activities and classes. If you plan to use these supplies, please work with Heather Marinaro to determine any potential cost. Please return them to the appropriate containers and shelves after use.
- **White boards:** White boards must be completely erased.
- **Room:** Return the Design Thinking room to its original set-up; that is, set up as a classroom with individual tables and clusters of 3-4 chairs per table.
- **Computer, AV Equipment and lights:** All equipment must be turned off.
- **Kitchen:** Please work with Heather Marinaro to determine the potential cost of using the kitchen space. If used, please clean up spills, discard of excess food, and wash/dry/put away all used cups, utensils, etc. A Swiffer Wet Jet is provided to clean the floor.

- Securing the space: Please turn off all lights in all of the Taylor spaces. Close both doors behind you and ensure they lock behind you.

If the above steps are not followed, a fee may be assessed.

Food and beverage in Taylor spaces

Food and Non-Alcoholic Beverages:

Refer to the Howard-Tilton Food and Beverage policy:

<http://library.tulane.edu/about/library-building-policies/>.

Compliant food and drink is allowed in Taylor space; however, it must be removed after the event by either taking away/disposing of everything or securely storing it in the Taylor refrigerator/kitchen area. Groups that violate this policy will be charged a cleaning fee through Custodial Services.

Alcohol Policy for Special Events (Advance Permission Required):

Events where alcohol will be available must abide by the Tulane University alcohol policy and all federal, state, and local laws. Events with alcohol require administrative permission, TUPD security, and a third party vendor responsible for identifying individuals at the event who can legally consume alcohol. To view the full Tulane University alcohol policy, visit

<http://campushealth.tulane.edu/policies/tulane-alcohol-policy>.

Furniture/room damages

If there is damage to space furniture, white boards, electronic equipment, doors, etc. please report them immediately to Heather Marinaro at HMarinar@tulane.edu. Your group may be charged for the repairs. We appreciate your help in maintaining reserved spaces and the objects within them.

If you have any questions, please contact Heather Marinaro at HMarinar@tulane.edu.

Failure to adhere to these policies may subject the group to restriction of space usage privileges and/or fees assessed by Taylor.