The Ball State University Libraries offers space in Bracken Library’s Lobby for Ball State affiliated organizations, students, faculty, and staff for information distribution and promotion of events.

The Lobby cannot be used for Fraternity and Sorority Rush Week, commercial activity, distribution or solicitation of materials, goods or services, fundraising, sales, or proselytizing.

Refrain from unauthorized distribution of food or beverages.

One must have a university account number to order tables and chairs via SciQuest, B24 Equipment Request form. Request that the table and chair(s) be delivered to the lobby on the morning of your reservation and be picked up as soon as possible after your reservation. You are responsible for setting the table in the tiled area so the table does not interfere with standard traffic patterns.

Decorations/displays must be free standing. Nothing may be affixed in any manner to any surface. Expressly prohibited is: nailing, tacking, tapping materials to columns, painted surfaces, woodwork, and tables.

Please ensure the area is neat and orderly at the end of your session, and place table and chairs back in the North/South entryway against the wooden divider.

To request the lobby space please send an email to Libdeans@bsu.edu with the following information:
Ball State Username
Ball State Affiliation (student, staff, faculty)
Phone Number
Date(s)
Time(s)
Briefly describe the purpose of the reservation

For further assistance please contact the University Libraries Dean’s Office at Libdeans@bsu.edu or call (765)285-5277 during regular business hours.