

# BRACKEN LIBRARY

## LOBBY RESERVATIONS

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.

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

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.

The table must be supervised by the reservation holder (or a designee) at all times during your reservation period. Please ensure the area is neat and orderly at the end of your reservation period for the day, and place table and chairs back in the North/South entryway against the wooden divider.

Users of this space must comply with the [Non-Commercial Expressive Activity and Assembly on University Property policy](#) and the [Commercial Activity on University Property policy](#).

**To complete your reservation contact:**

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