Paley Library Lecture Hall Guidelines

The Paley Library Lecture Hall (Room 021) is located on the ground floor of the Library. Scheduling is done by the Administrative Services Department of the Libraries with priority given to library events and meetings. When not in use for library events, the lecture hall is available to the University community for University-sponsored activities and events.

The Library provides the following for events: table/chair setup, podium and microphone. Requests for catering, audiovisual and special furniture/seating arrangements must be made by the sponsoring department directly to the appropriate University Unit (e.g., Facilities Management, Sodexho).

Use of the Lecture Hall is normally free of charge. However, if the Libraries incur extraordinary charges related to an event (overtime, damages, excessive cleaning, etc.) the sponsoring unit will be required to pay those costs.

To request use of the Lecture Hall, please complete the attached form and return it by email attachment, fax or in person to:

Marianne Moll – mmoll@temple.edu
Administrative Services
Paley Library, Mezzanine Level, Room 136
Fax: 215-204-5201

Please submit this form at least 10 working days prior to the event. Your request cannot be processed unless this form is completed in full. You will receive a confirmation email if the room is available.

If you need to cancel an event, please send an email at least 2 working days before the event to mmoll@temple.edu.

The Library requests that the banner at the front of the hall not be touched.

All rooms must be left in their original arrangement and in clean condition.
Paley Library Lecture Hall Request Form

Event Information

Event Title: ___________________________  Estimated number of attendees: ____________

Event Dates/Times*

Date  Start Time  End Time

____________________  __________________  __________________

____________________  __________________  __________________

____________________  __________________  __________________

*Include set-up and clean-up time

Contact Information

Requester/Event Leader/Coordinator

Name: _____________________________  Department: _________________________

E-Mail: ____________________________  Telephone: ____________________________

Today’s Date: _________________________

Sponsoring Budget Unit Head

Name: _____________________________  Department: _________________________

FOAPAL: __________________________  E-Mail: ____________________________

Authorizing Signature: _________________________________________________________

Room Set-Up

Theater/Lecture style*: Yes / No

Lectern Needed: Yes / No

Microphone Needed: Yes / No

*You will be contacted to discuss the exact type of setup you need after the room is reserved for you.