

Foley Library Classroom Use Policy



The Foley Center Library offers flexible classroom spaces where GU faculty, staff, and students can create, collaborate, and learn. These spaces are also suitable for social events and professional conferences.

The library offers several classroom spaces, which may be reserved for use by GU faculty and staff. This policy is intended to establish parameters for the reservation and use of these spaces. The following spaces are referenced in this policy.

- Foley Library Glass Classrooms - FC 101 D (West) and FC 101 E (East)
- West Classroom – FC 118
- Cowles Reading Room – FC 312
- Greenan Classroom – FC 300

Guidelines

To meet the mission, goals, and objectives of the library, priority for the use of library spaces during peak months and hours is given to library instruction and archival research. However, these spaces remain available for non-library use during peak times. Please see the classroom descriptions below for further details.

- We encourage all reservations to be made two weeks in advance.
- All spaces must be reserved through the Gonzaga Event Management System (EMS).
- Spaces may be reserved for use during the library's open hours.
- Special arrangements for room use outside of normal library hours must be made with library administration. Requests of this nature are evaluated on a case-by-case basis. Please contact Brad Matthies, Associate Dean for Library Services, at 509-313-7017 or matthies@gonzaga.edu.
- Individuals or organizations without a Gonzaga affiliation may not reserve a library classroom.
- Use of all reservable spaces must comply with the library's Building Use Policy.
- To cancel your reservation, please use the cancellation link in your confirmation email.

Conferences and Events

Gonzaga University (GU) faculty and staff can reserve library classrooms for conferences, events, and meetings. Descriptions of the available rooms are in the sections below.

Event Requirements and Fees

- All proposed events must align with the Gonzaga University Mission.
- There's no charge for events involving GU faculty or staff.
- Events that include the public (e.g., conferences, guest speakers) incur a flat fee: \$400 for a full day and \$200 for a half day.

Support and Setup

- The Foley Center Library doesn't provide technical support or room setup, including requests for additional tables and chairs.
- For technical support, contact IT Classroom Support at 5550 (option 1).
- For room setup, contact GUEST Services (add their phone and email).
- Users are responsible for setting up, tearing down, and returning the room to its original configuration.

External Events and Approval

- Any event involving outside guest speakers or the general public must also be submitted to ZagsIgnite for approval. Once you receive ZagsIgnite approval, please send it to Brad Matthies at matthies@gonzaga.edu. After we get your ZagsIgnite approval, you'll receive an event confirmation from our Gonzaga EMS.
- To cancel your reservation, use the cancellation link in your confirmation email.

Library Classrooms

- The Library Classrooms are primarily designed for librarian-led lectures that support the Information Literacy mission of Foley Library and Gonzaga University's curriculum.

General Use

- Library classrooms and events spaces can be reserved by student groups and clubs for organized events and meetings through campus EMS. For reservable student study space please see our Study Room Reservation page.
- The Foley Classroom and Event spaces cannot be reserved for individual or group study, but when not reserved for use, they are open for walk-in student study and group work.

Peak Use and Finals

- These rooms are available for reservation during the library's peak use times; however, reservations during these periods are considered on a case-by-case basis.
- During finals week, as noted in the GU Academic Calendar, these rooms serve as dedicated study spaces for GU students.

Course Reservations

- Non-Credit Courses: Recurring reservations for non-credit classroom use by faculty or staff are reviewed on a case-by-case basis.
- For-Credit Courses: Faculty or staff teaching for-credit courses can schedule recurring classroom reservations by contacting Morgan Anderson, the University Scheduler, at 509-313-3511.

Foley Classrooms: Specific Guidelines

Glass Classrooms (FC 101 D - West and FC 101 E - East)

FC 101 D and E are the primary research and instruction classrooms for librarian-led lectures supporting the Information Literacy mission of Foley Library and Gonzaga University's curriculum.

Furniture Configuration:

- Furniture in FC 101 D and E may be reconfigured by the user to fit their needs.
- Library staff will not reconfigure furniture; this is the user's responsibility.
- Users must return furniture to its standard configuration and plug all tables into the floor outlets.
- Users are encouraged to allot time within their reservation for furniture arrangement before and after their event.

Reservations:

- To reserve FC 101 D and E, use the [Gonzaga EMS](#).
- To schedule information literacy instruction with library faculty, fill out the [Library Instruction Request Form](#).

The West Classroom (FC 118)

The West Classroom is the secondary research and instruction classroom for librarian-led lectures supporting the Information Literacy mission of Foley Library and Gonzaga University's curriculum.

Furniture Configuration:

- Furniture in FC 118 cannot be reconfigured.

How to reserve:

- To reserve FC 118, use the [Gonzaga EMS](#).
- To schedule information literacy instruction with library faculty, fill out the [Library Instruction Request Form](#).

Cowles Reading Room (FC 312)

The Cowles Rare Books Library is the primary space in the Foley Library for archival research and archival instruction.

General Use & Reservations:

- When not reserved for archival work, the room is open for walk-in student study and group work.
- Due to the nature of archival research and the need for access to materials, reservations between 10:00 AM – 4:00 PM, Monday – Friday, are considered on a case-by-case basis.
- This room also serves as a study space during finals week, as noted in the GU Academic Calendar.
- Recurring reservations (e.g., weekly) are considered on a case-by-case basis.

Furniture & Food/Drink:

- Furniture and fixtures in FC 312 are fixed and generally not movable.
- A limited number of additional tables and chairs may be brought into FC 312. Please contact GUEST Services if needed. Users are responsible for setup, teardown, and returning the room to its original configuration.
- Food and drink, other than water in covered containers, are not permitted in the Cowles Rare Reading Room.

How to reserve:

- To reserve FC 312, use [Gonzaga EMS](#).
- To schedule information literacy instruction with library faculty, fill out the [Library Instruction Request Form](#).

Greenan Classroom (FC 300)

The Greenan Classroom is the primary research and instruction classroom for University Archives and Special Collections. When not reserved, the Greenan Classroom is open for walk-in student study or group work.

Reservation Guidelines:

- Reservations are encouraged two weeks in advance.
- The Greenan Classroom may be reserved for use during the library's open hours.
- Special arrangements must be made with library administration to use Greenan outside of normal library hours. Requests of this nature are evaluated on a case-by-case basis. Please contact Brad Matthies, Associate Dean for Library Services, at 509-313-7017 or matthies@gonzaga.edu.
- Individuals or organizations without a Gonzaga affiliation may not reserve the Classroom.

Support and Setup:

- The Foley Center Library does not provide technical support or room setup, including requests for additional tables and chairs.
- For technical support, please contact IT Classroom Support (5550 option 1).
- For room setup, please contact GUEST Services.
- The user is responsible for setup, teardown, and returning the room to its original configuration.

Reservations:

- To reserve FC 300, use the [Gonzaga EMS](#).
- To schedule information literacy instruction with library faculty, fill out the [Library Instruction Request Form](#).

Questions

If you have questions about classroom scheduling at Foley, please contact the following people:

- Brad Matthies, Associate Dean of Library Services, at 509-313-7017 or matthies@gonzaga.edu.
- Laura Hutton, User Services Manager, at 509-313-3813 or hutton@gonzaga.edu.

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