

## **I. Libraries Front Porch Policy**

The front porch of the S. E. Wimberly Library Boca Raton campus is available to be scheduled for use by Florida Atlantic University campus groups. The Library loves to work with our campus partners, please be aware of the following caveats:

- a. Solicitation by non-Florida Atlantic University groups is not allowed.
- b. All uses of the Library Front Porch must be in compliance with the [Space and Room Usage Policy for FAU Libraries](#).
- c. There are to be NO activities that may permanently stain or damage the porch or entrance to the library.
- d. Activities may not block or interfere with the accessible door or access ramp at the entrance of the library.
- e. The library does not provide tables, chairs or any other accessories. Requests for tables and chairs may be placed through the University's Facilities department.  
<http://www.fau.edu/facilities/bg/EventsSetupAndMoving/index.php>
- f. Groups and organizations are responsible for setting and cleaning up for the event, including scheduling for and the removal of tables, chairs, and making sure trash / recycling are in the proper receptacles within 24 hours of the event.
- g. If your group or organization would like to reserve the library's front porch, you must complete the [FAU Libraries Room Request Form](#) and Library Administration staff will respond, via e-mail, within ten business days.
- h. Library rooms/space are not reserved until you have received a positive confirmation from library staff.
- i. Florida Atlantic University Libraries reserves the right to ask you to leave this space or to refuse a request to reserve space.

Thank you for including the library in your campus outreach!

\*\* In creating the Libraries Front Porch Policy, the library review various library policies from other university libraries. Useful information was found at the web sites of Furman University, Florida State University, Rollins University, and University of South Florida.