

Scholars Lab Project Room Policy of Use

Updated: August 2025

The Scholars Lab Project Room is a space for hosting activities that advance the research enterprise and academic goals of the university. Western Libraries reserves the right to cancel bookings or restrict groups from future bookings if requestors (the person contacting the library to book the space) do not adhere to this policy.

Eligibility

Western departments, research teams, faculty, and graduate students are all eligible to book the space for a workshop, meeting, presentation, PhD defence, etc.

Terms and Conditions

The following Terms and Conditions must be acknowledged and accepted before the space is booked:

In booking the Project Room, the requestor agrees to:

- a. Abide by all University policies and regulations, all Provincial and Federal laws, and City bylaws;
- b. To only use the space for the purpose stated in the booking;
- c. Western Libraries is not responsible for damages or loss of any articles belonging to the requestor or the requestor's guests;
- d. The use of the Libraries' spaces does not constitute an endorsement of the content or purpose of the event;
- e. Must share this policy and terms of use with the event organizing team, volunteers, and/or participants.

Availability

Bookings generally operate on a first-come, first-served basis, though research dissemination events are prioritized. Bookings for the academic year (September – April) can be made no earlier than June 1. Exceptions may be made for select activities.

Events must start when the Weldon Info Desk is open and finish at least 30 minutes prior to the building closing. Please consult the [library's hours](#) for up-to-date opening and closing times.

Requests for recurring bookings may be considered at the discretion of library staff.

Non-commercial Events Only

The selling of products and services for commercial purposes is not permitted in the Project Room. Fundraising events for recognized nonprofit organizations and community causes are permissible, subject to prior approval.

Booking Information

Requests to book the Project Room can be made via the booking request form. The following information must be included in the booking request:

- Requester's name and contact information
- Name of group
- Purpose of event
- Date of event
- Start and end time of event
- Estimated number of attendees
- Equipment being brought in (in alignment with Equipment Policy)

Technology

The room comes equipped with the following:

- One 86-inch TV screen
- Two 75-inch accessory TV screens
- Full hybrid or video-conferencing capabilities.

Groups are responsible for setting up their own technology. A manual for operating the technology is available in the space.

Room Setup

The room is arranged boardroom-style with chairs around the table. The table faces a large display screen flanked by two whiteboards. Some soft seating is provided along the side of the room.

Room Access

The room can be accessed at the start of a booking. The access card may be borrowed from the Info Desk. Please connect with library staff at the Info Desk for issues regarding access to the space or any technology.

Groups must arrive at the start of their booking, and promptly vacate the room at the end of their booking.

Cancellations and No-Shows

The library must receive notice of event cancellation at least one week prior to the event date. If a group fails to show up for their booking with no notice of cancellation, they will be restricted from future bookings.

Capacity

The room's capacity is 28 people.

Equipment and Appliances

External appliances or equipment requiring a power source (kitchen appliances, lighting, electronics, etc.) are not permitted in the space. Equipment that does not require a power source is permitted at the discretion of library staff.

Affixing items to or hanging items from surfaces in the room (walls, windows, ceiling, furniture, etc.) is not permitted.

Helium balloons are not permitted in library spaces.

Food and Alcohol

Food is permitted in the space pending approval by Western Libraries. Catering must be contracted through or approved by [Western Catering and Conference Services](#).

All food must remain in the space due to the no-food policy in other library spaces.

Alcohol is not permitted in the space as it is not a licensed venue. To find a licensed venue, please contact [Conference Services](#).

Therapy Animals

Therapy animals are not permitted in the space.

Burning of Indigenous Traditional Medicines (Smudging)

Western Libraries supports Indigenous peoples' rights to practice their spirituality through smudging and pipe ceremonies. Please inform the library at least one week prior to your event if it will include a smudge, including the approximate start and end time of the ceremony. This will allow the library to sufficiently notify the Fire Safety Office and avoid false fire alarms.

Cleanup

Groups booking the room are responsible for ensuring the space is left in clean condition and all participants promptly vacate the room at the end of the booking. Garbage and recycling bins are available in the room. Belongings left behind in the room will be handled according to the Libraries' lost-and-found procedures.

Groups that do not leave the room in a state of cleanliness may be restricted from future bookings and/or may be required to reimburse Western Libraries for cleaning expenses.

Damages

The requestor is required to agree to the liability waiver on the booking request form. In doing so, they agree to make restitution for any damage to the space, its contents, furniture, or equipment. If the Library incurs any expenses related to the requester's use of the Project Room, the requester will reimburse Western Libraries for these expenses. If, through notice of the requester or staff review of the space, it is found necessary to impose charges, pictures will be taken of the damage and/or uncleanliness and provided to the associated group with the charge.

Western departments and faculties must provide their speedcode for any facilities management charges. Facilities management charges may include cleaning fees or fees for any damages incurred.

Event Promotion

As appropriate and where resources permit, Western Libraries may help promote the event in the following ways:

- Share social media posts that tag @westernulibs.
- Hang posters in our libraries that are compliant with our [poster guidelines](#) and that the event organizer drops off at the Weldon Info Desk.
- Forward promotional email to all Western Libraries staff.

Unless Western Libraries is a formal partner for the event, the Libraries' name may be used only to designate the location of the function

We appreciate your cooperation in adhering to these policies to ensure a positive experience for all users of the Scholars Lab Project Room.