Founders Room Reservation and Space Use Policy

- **Availability:** Within normal library hours in priority order to:
  - The Claremont Colleges Library events and programs
  - The Claremont Colleges Services events and programs
  - The Claremont Colleges events and programs
  - Student groups

- **Scheduling:** Request of the room is done through the [Library Space Request form](#). Approval is based upon availability and confirmation of adherence to space policies listed below.

- **Room Set Up:** Lecture style or reception style seating is possible. All furniture must be arranged by library staff to prevent damage to the Founder’s Room floor, rug, and other pieces of furniture.

- **A/V:** Room computer is available with projection capabilities.
  - A technology review is recommended with our Library Technologies Coordinator before events and programs.

- **Food/Catering:** Allowed. Catering in library spaces must go through [Bon Appetit](#).

- **Signage:** Signage/posters/etc. may not be taped to walls, doors, etc. as this damages our paint. The library can assist with signage holders, etc. upon request.