



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.

Serving: Pomona College 1887 • Claremont Graduate University 1925 • Scripps College 1926 • Claremont McKenna College 1946 • Harvey Mudd College 1955 • Pitzer College 1963 • Keck Graduate Institute 1997

The Claremont Colleges Library
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(909) 621-8150 | <https://library.claremont.edu>