



Honnold Conference Room Reservation and Space Use Policy

- **Availability:** Within normal library hours in priority order to:
 - The Claremont Colleges Library (CCL) staff
 - The Claremont Colleges Services (TCCS) staff
 - The Claremont Colleges (TCC) faculty, staff, and students

- **Scheduling:**
 - Library and TCCS Staff may book the room via EMS.
 - TCC faculty, staff, and students may request the room through the Library Space Request form <link>. Approval is based upon availability and confirmation of adherence to space policies listed below.

- **Room Set Up:** Furniture in this space is flexible and mobile – feel free to move it around! We ask that you put the room back in order when your meeting is complete, including the cleanup of any snacks/wrappers, whiteboards used, etc.

- **A/V:** Projection capabilities are available. You must bring your own laptop.
 - 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.