



Honnold Conference Room Reservation and Space Use Policy

- **Availability:** Within normal library hours in priority order to:
 - The Claremont Colleges Library 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](#). Approval is based on 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 back the room in order when your meeting is complete, including cleaning up any snacks/wrappers, whiteboards used, etc.
- **A/V:** Projection capabilities are available. You must bring your own laptop.
 - A review of the technology with our Library Technologies Coordinator is recommended 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, or other surfaces, as this damages our paint and finishes. The library can assist with signage holders 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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