Melville Library Galleria Reservation Policy

The 24 hour lounge Horseshoe desk available to Student groups as well as to Academic groups is located outside the 24 hour lounge in the main Galleria/Lobby.

The following areas are available to academic departments only, not available to student groups:

- The CRR Horseshoe desk is located opposite the Central Reading Room.
- A section of the south Lobby floor area - the floor space is located along the bulletin boards near the elevators closest to the Academic Mall and the 24 hour lounge.
- CRR lobby floor area is located to the right hand side facing the Central Reading Room between the tree planters and stopping BEFORE the Wall of Honor.

Rules of reservations:
• Only Stony Brook University affiliated groups including Academic Departments and Student Activities recognized groups may reserve space in the Lobby.
• Student Groups should submit their reservation through the Student Activity Office.
• Any community groups not affiliated with the University need to obtain approval and reserve through the Procurement Office.
• No setting up extra furnishings without approval of the Library Administration Office
• No standing or placement of tables or other items that interfere with foot traffic.
• Only short term events may be scheduled. No long term repeated reservations.
• Groups are responsible for cleanup and removal of trash from reserved locations.
• Noise levels should be kept low; no music unless approved by the Library.
• Any items including furniture moved by the group must be returned to their original location by the group after they have completed their events, again no blocking traffic.
• The library is unable to provide furnishings including 6’ tables or chairs in the lobby. Groups using the floor areas must rent their own, arrange delivery and pick-up for tables. Setup of furnishings must be approved by the Library Administration office.

If there are any questions about reservations for the Galleria/Lobby, please contact the Building Manager, Library Administration Office at 631-632-7100.

July 2014