

## Guidelines for Booking Killam Atrium & MacRae Foyer

These guidelines align with Dalhousie University's *Campus Booking Policy*. University supported bookings can be held in this space only with **prior approval**.

### Who can use the space(s)?

Space is restricted to organizations or individuals who are officially connected to the University, academic units, administrative units, employees, employee groups, Alumni Association, or DSU Ratified Student Society of the university who is booking space for university business.

### What can the space(s) be used for?

Space bookings must align with Dalhousie University's [Campus Booking Policy](#), Section D. Policy 4. a. b., which states:

- a. The primary commitment is to support the Academic Timetable and delivery of undergraduate and graduate education to students.
- b. The secondary commitment is to support all other university activities requiring Bookable Space that support the mission of the university including University Supported Bookings, Affiliated User bookings, University Business Meetings, Conferences and DSU Ratified Society bookings.

This includes information tables that support the delivery of undergraduate and graduate education to students and other university activities that support the mission of the university. **Commercial solicitation is prohibited.**

### Which spaces are available for booking?

- Killam Library atrium foyer: 2 tables near the University Avenue entrance (maximum staff of 4 people)
- Macrae Library foyer: 1 table near entrance (maximum staff of 2 people)

As these spaces are located next to building entrances, event activities cannot impede the flow of traffic into or out of the buildings.

### How to book

Use your NetID and password to log in to the booking system to check availability and make a request. Requests should be submitted with 10 business days' notice. Requests involving more complex requirements should be submitted at least one month in advance. Short-notice requests may be declined.

### When will I know if my booking is approved?

Requests are normally reviewed on a first come, first served basis, following Dalhousie University's [Campus Booking Policy](#) Section F. 5. *Competing Requests*. A booking request will be approved\* within two business days; some bookings may require additional time for approval. A rejected booking can be appealed to the Dean of Libraries.

*\*Submitting a booking request does not guarantee approval. The library reserves the right to decline or cancel bookings that violate conditions, safety protocols, or conflict with library activities.*