

Department of English

# Troy Moore Library

## Usage Agreement

By reserving the Troy Moore Library, users agree to the following rules and regulations:

- All events require Departmental approval.
- Organizers must contact Harper Strom (hstrom@gsu.edu/35807) at least **one week** before the proposed event to check availability and receive approval.
- No food is allowed without express permission.

### Technology:

- The Department of English is **not** responsible for providing technical assistance for events.
- Event organizers may schedule a consultation with Technology Coordinator Alex Fedorov (afedorov@gsu.edu/35850) no later than 48 hours before an event, subject to availability.
- Users **may not** move or change settings on the computer workstation.
- **Do not** shut down the computer after use. **Do** turn off the projector via the remote.

### After an Event:

- Furniture must be restored to its original configuration.
- **All** trash must be collected and placed in receptacles **outside** the Library.
- Any housekeeping or maintenance issues should be reported immediately to Facilities (30700).
- Doors must be closed and locked.
- If a key was borrowed for an event after regular business hours, it must be returned to the Front Office (923) **no later than 9AM the next business day.**