



Event Policy

POLICY TITLE:	Tebo Library Events Policy
POLICY PURPOSE:	This policy outlines the use of library spaces for events.
BACKGROUND:	<p>Tebo Library supports the American Library Association's Library Bill of Rights which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."</p> <p>Priority for library spaces is given to events and programs that further Tebo Library's mission of supporting teaching, learning, and research. Academic use and student events and programs will be given preference, based on available space and staff.</p>
APPLIES TO:	Any person using Tebo Library spaces for events, regardless of affiliation with FHSU.
POLICY STATEMENT:	<ul style="list-style-type: none">• The use of library spaces by any campus or community organization is not intended to serve as an endorsement of the event, or the views expressed therein, by Tebo Library or FHSU. The Kansas Board of Regents and Fort Hays State University are committed to the free expression of ideas and beliefs. For further information, please see the KBOR Freedom of Expression Statement officially adopted by FHSU.• The rooms in Tebo Library prioritize the use for academic events or events hosted by FHSU sponsored groups, who may reserve the rooms 1 year in advance. Community members are invited to submit reservation requests up to 3 months in advance (room rates apply) and use the openly available areas of the library during operating hours.• The W. R. and Yvonne Robbins Forum is the only space where the furniture and technology configurations are customizable for each reservation request. Options will be discussed in the reservation process. All other rooms come as-is.• All events must take place during building hours. Events held in the library may not solicit sales of products or services nor be held with the intention of generating revenue. No admission fee or registration fee may be charged with the exception of academic conferences.



	<ul style="list-style-type: none">• Requests for personal events such as weddings, birthdays, baby showers, etc. will not be approved.• Tebo Library is not responsible for promoting events held in its spaces beyond displaying them on the room reservation system.• We ask all library users to help maintain the beauty of our facility. To that end, decorations cannot be hung from the walls, doors, or ceilings, and they must not block or obstruct the exits.• Should damage occur, the damage will be assessed, and a bill sent to the person or department who made the room reservation. Payment is expected, in full, before additional events are allowed from that group. Damage fees start at \$30 and may go up depending on the extent of damage.• All event attendees must comply with the Building Use Policy and the authorized representative for the event is responsible for leaving the room as clean as they found it. Otherwise, a \$30/hr cleaning fee applies.• Any showing of video content must have appropriate viewing licenses.• If no one arrives or contacts library staff within thirty minutes after the reservation begins, the reservation may be cancelled. The event space may be used by all patrons if not in use for an event or reserved for an event.• If an event needs to be cancelled due to inclement weather and/or other campus closures, library staff will notify the authorized representative for the event.• There shall not be any use or occupancy of the premises contrary to any policy, rule, regulation, statute or ordinance of the United States, the State of Kansas, Ellis County, the City of Hays, Fort Hays State University or FHSU Library Services.
CATERING, FOOD, AND BEVERAGES	<ul style="list-style-type: none">• The Union Catering Company (UCC), FHSU's current food service contract provider, is the exclusive caterer for the university. No other catering company may be used for events on campus. Catering services include such things as preparing food, setting up for the event, serving, and providing items like plates, cups, etc. for the event.• Non-catered food can be brought in or delivered by other food vendors; but the vendor is not allowed to set up, serve, or provide plates, cups, etc. for any events, as this is considered catering. Bringing non-catered food into Tebo Library does not require any



	<p>special approvals.</p> <ul style="list-style-type: none">• FHSU has an exclusive beverage contract with Pepsi that is fulfilled by the Union Catering Company, which includes bottled water for all events on and off campus and at all locations on campus. Bottled water or beverage purchases from Wal-mart, Dillons, or other local vendors are not permitted. Please contact UCC to place your order.• See more information about the Food/Catering Policy and the Flowchart of the Process for Non-Catered Outside Food in FHSU Buildings.
ROOM RATES FOR NON-FHSU AFFILIATED EVENTS	<ul style="list-style-type: none">• W. R. and Yvonne Robbins Forum (1 available; cap 112) = \$150/half day; \$300/full day;• Additional fees:<ul style="list-style-type: none">○ \$200/hr if reserving the Forum after hours or on weekends (M-F 8-4:30)○ \$30/hr cleaning/damages fee
RELATED TEBO LIBRARY POLICY DOCUMENTS:	<ul style="list-style-type: none">• Building Use Policy
RELATED FHSU POLICY DOCUMENTS:	<ul style="list-style-type: none">• Harassment Policy• Use of Campus Facilities• Campus Posting Policy• Food/Catering Policy• Service and Consumption of Alcohol on Campus• Faculty and Unclassified Staff Handbook Chapter 7 – Student Affairs > Dissent and Protest• Workplace and Campus Safety Policy and Procedures• Inclement Weather Policy• KBOR Freedom of Expression Statement
RESPONSIBLE OFFICE:	Tebo Library
RESPONSIBLE UNIVERSITY OFFICIAL:	Dean, Tebo Library



ORIGINATION DATE:	February 2026
LAST UPDATED:	February 2026
REVIEW CYCLE:	At least every 1 year until 2028; every 3 years thereafter
POLICY ADDRESS:	https://fhsu.edu/library/admin/policies/index