

# Request for use of the Rapaporte Treasure Hall

**Please read all three parts of this document.**

*I have read "The Guidelines for the Use of the Rapaporte Treasure Hall" and "Policies for the Use of the Rapaporte Treasure Hall" before completing this form. Please initial \_\_\_\_\_ required for approval.*

Requestor: \_\_\_\_\_ Department/Student Organization: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Campus Extension: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Monitor for this event will be: \_\_\_\_\_

*(must be approved by LTS, notify Circulation staff at the beginning of the event, stay through entire event and close down room including notifying Circulation staff the event is over.)*

**If Student Organization you must have approval from Student Activities or appropriate sponsor before submitting the request: \_\_\_\_\_ (required for approval)**

**Department chargineline – must be included on form before request is considered for monitor and/or any special clean-up or damage to the room): \_\_\_\_\_ (required for approval)**

**Day of week, date and time of event (beginning – include set-up to end – include clean-up):**

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_

*Please note: **Concerts at Noon Series** is generally held on Wednesday when school is in session. Other events cannot be scheduled between 11:00 a.m. and 1:30 p.m. on Wednesdays if there is a concert.*

**Detailed description of the event:** (include Speakers/Guests and the kind of activity you are planning i.e. lecture, panel discussion, poetry reading. Use a separate page if necessary) \_\_\_\_\_

Open to the Campus community? \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_

***Due to furnishings and heavy use – light refreshments only. This venue is not good for dinners. No wine or alcoholic beverages of any kind may be served unless there is a professional bartender present. A one-day liquor license must be obtained from the City of Waltham in order to serve.. **Important: Events in the Treasure Hall REQUIRE a custodian. Please discuss with Conference and Events. (A checklist for the custodian is in the closet to the right of the entrance to the room.) The sponsoring organization is solely responsible for clean-up including removal of food and all items related to the event. The sponsoring organization will be held responsible for any damage to the room. Failure to comply will prevent further use of the room by your department or organization.*****

***Parking Issues – Have you consulted with Public Safety on any PARKING ISSUES that may come up during your event? Please contact Ed Callahan at Public Safety.***

***I have read these requirements and agree to them \_\_\_\_\_. (required for approval)***

**Submit completed form to: Martha Barry, Library and Technology Services Administration Support, MS 045 (phone x64713) or fax to "Library and Technology Services" at x64719.**

For LTS Use Only

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date: \_\_\_\_\_ By \_\_\_\_\_

Forwarded to Conference and Events Services on: \_\_\_\_\_ Revised 2/08

# Guidelines for the use of the Rapaporte Treasure Hall

The Samuel and Reika Rapaporte Treasure Hall is the home of the Library's Special Collections Department and it is, therefore, a restricted area. In view of the fact that the Treasure Hall is also part of the Main library, events held in the Treasure Hall must not disrupt library services nor disturb students who want the Library as a quiet space for study and research. Only requests from the University's academic departments, student organizations (with written approval from their appropriate academic administrator), the University administration, and the Brandeis University National Women's Committee will be considered. The request to use the Treasure Hall must be approved by the Chief University Librarian (or representative) before you are permitted to use the room. The attached application must be submitted to the Library and Technology Administration Support office as indicated on the form **at least three weeks in advance of the planned event.**

*Please note the following:*

1. *Events should be scheduled during Library Hours only (see website for posted hours). **Be sure to include set up and take down time.*** Events planned *outside operating hours or so that set-up or take down would have to be scheduled outside Library hours* will require special approval.
2. All events must have a security monitor present. Your department is responsible for arranging for a monitor who will:
  - A. be approved by the Chief University Librarian and University Archivist (or representative)
  - B. have brief training to familiarize themselves with the room, security expectations,
  - C. notify **Supervisor at the Circulation Desk** of beginning of event and serve as the "point person" if there are any problems,
  - D. be in attendance through the set-up and take down of the event, will work with assigned custodian to restore room after the event is completed (**note: a Custodial Check List is available in the closet located at the right of the entrance the room.**)
  - E. notify the **Supervisor at the Circulation Desk** *when event is over and clean-up is completed so the alarm can be reset.*
3. Arrangements for the chair set-up, chair rentals, food, additional tables, media services, custodial services etc. is made with **Conference and Events Services**. The **Request Form for the Use of the Rapaporte Treasure Hall** gives you permission to use the space only.
4. *Library and Technology Services Department will assess fees for the following services:*
  - A. Any additional custodial services required to restore the room to its normal state
  - B. Cost of security monitor, if arranged through the Library – flat fee of \$35.00.

# Policies for Use of the Rapaporte Treasure Hall

PLEASE NOTE THE FOLLOWING:

## *Second Floor Balcony Area*

This area should be considered off limits.

## *Sound System*

Please make arrangements with **Conference and Event Services** or contact **Media Services at x64637** for your media needs. (Microphones, audio or video recording, etc.)

## *Furnishings*

One podium (library property). Various exhibit cases. Three large maroon tables and matching chairs. These furnishings remain in the room at all times.

## *Electrical Outlets*

The electrical outlets are located in the floor. *Not all the brass covers have live outlets in them.* Those located at the front and back of the room and next to the stairs may be used. **Replace any of the brass covers if removed.** Please do not drag furniture across the wires at the front of the room. This will damage the sound system in the room.

## *Piano*

Do not use or move the piano unless you have permission from the Music Department.

## *Draperies*

Please **close** the draperies and liners before leaving the Treasure Hall. This protects the books and furnishings in the Treasure Hall.

## *Food and Beverages*

No food and beverages on the exhibit cases. Light refreshments only. No alcoholic beverages may be served without appropriate arrangements through **Conference and Event Services**. Maroon tables must be covered with a plastic lined tablecloth.

## *Clean-up*

The sponsoring organization is responsible for removing all trash from the Treasure Hall. **Custodial support is required and is arranged through the Conference and Events Dept.** The chairs should be re-aligned in neat order, stray cups or napkins collected from beneath the seats. All food and trash must be removed from the room. Please place the trash in the appropriate barrels and leave the barrels **OUTSIDE** the entrance to the Hall at the conclusion of your event. (See checklist on the inside of the closet door.)

## *Restrooms*

There are no restrooms in the Treasure Hall. Restrooms are located on **Level 1 in the Farber and Goldfarb Libraries**.

Permission to use this room must be obtained from **the Library and Technology Services Administration Support Office**. Forms are available at the office, located on Goldfarb, Level 2, Rm. 2A or contact the office at x64713, MS 045, Fax x64719 or contact: [barry@brandeis.edu](mailto:barry@brandeis.edu). **Rev. 2/08**