Welcome to the Pittsburgh Seminary Neighborhood

EVENTS GUIDELINES

Our **Event Guidelines** are intended primarily for events that use spaces and/or furniture outside the reservable rooms in 25Live, as well as events that use several library spaces at once.

In general, when considering holding an event in the library, please note the following:

Events outside the 24/7 space (Kelley-Orr Lounge, Meeting Room 105) must be held when the **library is open**.

In addition to when the library is closed, events in the library should be not be planned during the following times:

Ordination and Bible content exams

Mid-term reading weeks

Reading/Final exam weeks

Events should be requested and arranged well in advance.

As the library building functions primarily for research and study, there may be activity and conversation from patrons and staff nearby or at the front desk.

Similarly, reserving a space displaces library users, so other available spaces on campus should also be considered for your event.

After placing a reservation request for your event in 25Live, the user services librarian will contact you (or your designated contact person) for a walk-through and to discuss furniture, food, and setup options and answer any questions you may have. **This is required** for the first time you have a particular event in the library. If you have the same or similar event in the future, a walk-through is not necessary as long as the setup and event size is the same.

For full guidelines and procedures for holding events in the library, please see our **Event Guidelines**.

ROOM LAYOUTS

Three of our rooms in the library may be set up for events in particular ways. In 25Live, you will notice that there are some unique room layouts for the Hansen Room (second floor), the Kelley-Orr Lounge (first floor), and the Atrium (second floor). Listed below are the layouts available for each of these spaces with a little more explanation than you see in 25Live. The maximum number of people for each set up is provided in parentheses.

Hansen Room layout menu options:

As-Is (14)
The furniture will not be moved, and no additional seating will be added.

Custom setup: contact User Services Librarian (18)
Furniture can be moved and up to four folding chairs can be added in collaboration with the User Services Librarian.

Kelley-Orr Lounge layout menu options:

As-Is (9)
The furniture will not be moved, and no additional seating will be added.

Speaker setup / small (15)
Furniture will be rearranged and up to six folding chairs will be added.

Speaker setup / large (50)
Furniture will be rearranged and rows of folding chairs will be added into the lobby area.

Custom setup: contact User Services Librarian (50)
Furniture can be moved and up to 50 folding chairs can be added in collaboration with the User Services Librarian.

Second Floor Atrium layout menu options:

As-Is (22)
The furniture will not be moved, and no additional seating will be added.

Speaker setup (40)
No library furniture will be used. Four rows of 10 folding chairs will be added.

Round setup (16)
The four round tables (each with four chairs) will be used. The six desks and corresponding chairs can be used or removed. One additional round table and corresponding folding chairs may be added – contact facilities to add these.

Custom setup: contact User Services Librarian (40)
Furniture can be moved and up to 40 folding chairs can be added in collaboration with the User Services Librarian.

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