

ECU Library + Learning Commons

Guidelines for Events in the Library + Learning Commons

Thank you for your interest in hosting an event with the ECU Library + Learning Commons, where the Writing Centre and the Teaching + Learning Centre are located. To help streamline event requests, **please review the following guidelines**. If your event aligns with our space and priorities, please complete [this request form](#).

About the ECU Library + Learning Commons

The ECU Library, the Writing Centre and the Teaching + Learning Centre are busy, high-use spaces. Our primary mandates are to provide a welcoming environment where our community can use library materials, study, and access learning, writing, and research support.

We strive to maintain a safe, inclusive, and accessible space that inspires creativity, encourages curiosity, and supports learning for students, faculty, staff, and the general public. While we recognize the need for event spaces on campus, our guidelines help ensure that events held in the library are safe, non-disruptive, and align with our core functions.

Guidelines for Events in the Library

The **Artist's Book Room is not available** for events due to the uniqueness and preservation needs of the collection and its ongoing use for teaching, learning, and research.

The best space for events is the “**magazine lounge**” on the upper level of the library. An acoustical study and consultation with experts have confirmed that this area, already designated as a social space, is the least disruptive to quiet study areas on the lower level.

All events must:

1. Prioritize the primary functions of the Library, Writing Centre and Teaching + Learning Centre. Events should not interfere with access to library materials, study, writing, and research support, or the safety of users.
2. Be primarily for ECU students, faculty, and staff.
3. Be open to the entire ECU community whenever possible.

4. Take place during library open hours.
5. Have a Library, Writing Centre or Teaching + Learning Centre partner who can assist with planning.
6. Events with food and drink, except alcohol, are permitted.
7. Ensure access to library collections, computers, and scanners remains unobstructed.
8. Be hosted by current students, staff or faculty of ECU.
9. Clean up and put all furniture back to its original position after the event.
10. Comply with all Emily Carr University policies, rules, and regulations.

We will prioritize events that contribute to community learning and that directly support the strategic goals of the University, the Library + Archives, the Writing Centre, and Teaching + Learning Centre.