Requests for Use of JUL Lobby Space

Requests for use of JUL lobby space for tabletop displays, events such as voter registration drives, military recruitment, and charity donation boxes must be approved by the JUL Director. Requestors must represent a not-for-profit group, comply with all TCC policies (see below), and should not disrupt the normal use of the library. Soliciting of any kind is not allowed in the library. At least 7-days’ notice is required for the use of a table. It is the responsibility of the requestor to ensure that donation boxes (food drives, school supplies, coats, etc.) be clearly labelled, presentable in appearance, and kept in good condition. The boxes must be emptied regularly and remain in the lobby for no more than two weeks.

Scheduling priority will be given to VBPL/City of Virginia Beach-affiliated groups and TCC-affiliated groups, including student organizations and to groups providing a public service, such as voter registration drives.

Arrangements for the use of JUL lobby space may be cancelled at any time by the JUL Director in order to meet operational, safety, security, or policy requirements.

Related TCC Policies and Guidelines

- [TCC Code of Student Rights & Responsibilities](#) including Expectations for Civility and Safety
- [TCC Policy 3204](#) Use of College Facilities by External Entities
- [TCC Policy 1106](#) Expressive Activity
- [TCC Policy 5302](#) Use of Libraries

Approved by TCC Library Management Team July 18, 2018