

# Dean's Policy and Operating Memorandum 08-2

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OFFICE OF THE DEAN  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996

MADN-LIB

1 August 2012

Memorandum No. 08-2

West Point Jefferson Hall Library and Learning Center  
Special Event and Reserved Use Operations

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1. **PURPOSE:** To describe policies and procedures for special events and reserved use operations for non-common areas of the Jefferson Hall Library and Learning Center (Jefferson Hall) including the Alexander M. Haig Room. This DPOM replaces DPOM 08-2 dated 22 October 2010. This memorandum:

- a. Defines areas of Jefferson Hall that are available for special events and reserved use.
- b. Defines personnel who are eligible to reserve space.
- c. Defines events which qualify for reservations.
- d. Sets forth procedures for reserving space.
- e. Defines conditions which apply to all special events or reserved functions.
- f. Prescribes responsibilities for the Event Coordinator, the Library Event Facilitator, Administrative Support Assistant, Library, IETD Specialist, caterers, and custodial staff.

2. **APPLICABILITY:** These policies apply to all members of the United States Military Academy community who seek to use Jefferson Hall for special events or reserved use operations.

3. **BACKGROUND:** Jefferson Hall Library and Learning Center serves as a core academic facility in support of the Strategic Guidance for the United States Military Academy dated July 2007 and serves as a focal point for the development of the intellectual domain. It provides research and community services to the United States Corps of Cadets, the West Point staff and faculty, and the larger West Point community. Certain facilities within Jefferson Hall are made available for special event and reserved use, including the Alexander M. Haig Room and other collaborative group study rooms and classrooms.

4. **POLICY:**

**a. Common Areas:** Common areas of Jefferson Hall are intended for academic or research purposes by authorized personnel. Common areas of Jefferson Hall comprise all spaces accessible from the entry rotunda without the use of proximity card or physical key. Common areas are under the authority of the Librarian, USMA and not available for special event or reserved use.

**b. Points of Contact / Reservable Spaces:** Reservable spaces within Jefferson Hall are maintained by resident organizations. Each resident organization is responsible for coordinating use of these spaces and has authority to develop policies governing use of these spaces that will allow or deny use based on their operational requirements. Spaces and authorities/POCs for each space are listed below:

**(1) Authority: Librarian, USMA**

(a) *Class of 1975 Terrace (JH 600).* An outdoor balcony overlooking Trophy Point with a view of the Hudson River. This space may only be reserved for times when the Alexander M. Haig Room is unreserved.

(b) *Class of 1981 Gallery (JH 601).* A gathering area at the top of the library central stairwell containing art and sculpture. This space may only be reserved for times when the Alexander M. Haig Room is unreserved.

(c) *Alexander M. Haig Room (JH 613).* A beautifully crafted and decorated ballroom on the sixth floor of Jefferson Hall.

(d) *Alexander M. Haig Room Lobby and Piano Room (JH 615).* An entry lobby way into the Alexander M. Haig Room with an adjoining Piano Room. This space may only be reserved for times when the Alexander M. Haig Room is unreserved.

(e) *COL Kerry K. Pierce Collaborative Work (JH 501).* A classroom with flexible furniture and audio visual equipment intended for instruction.

(f) *Library Collaborative Work Room (JH 502).* A work room with flexible furniture and audio visual equipment intended for small group collaboration.

(g) *Library Collaborative Work Room (JH 503)*. A work room with flexible furniture and audio visual equipment intended for small group collaboration.

(h) *Library Meeting Room (JH 513)*. A seminar room with flexible furniture intended for meetings/discussions.

(i) *Class of 1985 Seminar Room (JH 514)*. A large classroom with flexible furniture and audio visual equipment intended for instruction.

(j) *Class of 1994 Classroom (JH 401)*. A classroom with flexible furniture and audio visual equipment intended for instruction.

(k) *Library Collaborative Work Room (JH 402)*. A work room with flexible furniture and audio visual equipment intended for small group collaboration.

(l) *Library Collaborative Work Room (JH 403)*. A work room with flexible furniture and audio visual equipment intended for small group collaboration.

(m) *Class of 1976 Classroom 301 (JH 301)*. A classroom with flexible furniture and audio visual equipment intended for instruction.

(n) *Library Collaborative Work Room (JH 302)*. A work room with flexible furniture and audio visual equipment intended for small group collaboration.

(o) *Library Collaborative Work Room (JH 303)*. A work room with flexible furniture and audio visual equipment intended for small group collaboration.

(p) *Library Administrative Conference Room (JH 131)*. A conference room with audio-visual equipment intended for meetings/discussions.

**(2) Authority: Director of Information & Educational Technology, USMA.**

(a) *IETD Classroom (JH 414)*. A tiered computer classroom with audio visual equipment designed for technology instruction.

**(3) Authority: Director of the Institute for Innovation and Development, USMA.**

(a) *Advanced Technology Classroom Laboratory (JH 423)*. A classroom with flexible furniture and audio visual equipment appropriate for instruction.

(b) *Class of 1954 Center for Teaching Excellence Classroom (JH 121)*. A classroom with flexible furniture and audio visual equipment appropriate for instruction.

**(4) Authority: Director of the Center for Enhanced Performance, USMA.**

(a) *Center for Enhanced Performance Conference Room (JH 103)*. A conference room with audio visual equipment intended for meetings/discussions.

(b) *Class of 1993 Center for Enhanced Performance Classroom (JH 145)*. A classroom with flexible furniture and audio visual equipment appropriate for instruction.

(c) *CEP Classroom / Reading Efficiency Laboratory (JH 002)*. A tiered computer classroom with audio visual equipment designed for technology instruction.

**c. Eligible Personnel:** The following personnel are eligible to reserve spaces within Jefferson Hall:

(1) Cadets.

(2) Cadet Candidates.

(3) USMA and USMAPS faculty.

(4) West Point staff (USMA and non-USMA), including employees or representatives of the Association of Graduates.

**d. Eligible Uses:** The following types of events are eligible to be hosted within reserved spaces of Jefferson Hall:

(1) While not a standard practice, The Office of the Dean (ORD) reserves the right to schedule regular class meetings in reservable spaces when other alternatives do not exist. These arrangements will be coordinated with the Authorities listed in 4b .

(2) Events celebrating academic excellence and achievement of USMA faculty and cadets. (*All spaces*).

(3) Official USMA events at the direction of the Superintendent or Dean. (*All spaces*).

(4) Non-recurring course-integrated library and information instruction. (*All spaces under the authority of the Librarian, USMA*).

(5) Non-recurring class teaching and training sessions. (*All spaces*).

(6) Informal collaborative academic use. (*All classrooms, seminar rooms, and work rooms*).

(7) Committee and group meetings. (*All classrooms, conference rooms, seminar rooms, and work rooms*).

(8) The Alexander M. Haig Room Lobby and Piano Room (JH 615) may be used by authorized users of Jefferson Hall for academic use and/or piano playing during times when the Alexander M. Haig Room is not occupied provided the lobby doors remain closed.

**e. Event Reservations:** Eligible personnel should contact the designated POC for each space to determine availability and eligibility:

(1) Library 6<sup>th</sup> floor facilities (including the Alexander M. Haig Room, Lobby, Class of 1981 Gallery, and Class of 1975 Terrace: Pamela Long, Library Administrative Support Assistant, x8301, [pamela.long@usma.edu](mailto:pamela.long@usma.edu)).

(a) Requestors will need to complete the full reservation request form to reserve 6<sup>th</sup> floor facilities (Appendix A).

(b) All reservations for use of any 6<sup>th</sup> floor facilities of Jefferson Hall must be made in writing five days in advance.

(c) The Dean of the Academic Board and the Superintendent reserve the right to cancel a “confirmed” reservation for 6<sup>th</sup> floor facilities, to accommodate an unforeseen official need, up to 5 working days prior to the scheduled event.

(2) All other spaces under the authority of the Librarian, USMA: Edward Dacey, Reference Librarian, x8323, [edward.dacey@usma.edu](mailto:edward.dacey@usma.edu). The Librarian, USMA reserves the right to cancel a “confirmed” reservation for library facilities to accommodate an unforeseen official need until 5 working days prior to the scheduled event.

(3) All spaces under the authority of the Director of Information and Educational Technology, USMA: Thomas Gorman, Information Technology Specialist, x1186, [thomas.gorman@usma.edu](mailto:thomas.gorman@usma.edu).

(4) All spaces under the authority of the Director of the Institute for Innovation and Development, USMA: Mark Evans, Director of Center for Faculty Excellence, x5502, [mark.evans@usma.edu](mailto:mark.evans@usma.edu).

(5) All spaces under the authority of the Director of the Center for Enhanced Performance, USMA: CEP XO, x5057.

(6) The Librarian, USMA will publish and maintain a “Guide for Event Planning in Jefferson Hall” which will aggregate all reservations policies, procedures, POCs, logistics, and considerations for planning an event. This guide is available via the Library website or from the Library administration offices.

f. **Event Conditions:** All events held in reservable spaces are subject to certain conditions, including:

- (1) All events held in Jefferson Hall are subject to the same use restrictions described in DPOM 08-1 3.i.
- (2) Events held in Jefferson Hall may not degrade or interfere with normal academic operations of resident organizations at any time.
- (3) All event activities must occur during normal operating hours for Jefferson Hall including all setup and take-down activities.
- (4) Candles are not permitted at any time.
- (5) Children under age 14 are not permitted anywhere in Jefferson Hall without an adult.
- (6) The 6<sup>th</sup> floor piano is tuned quarterly. If an event coordinator desires special tuning of the piano, the coordinator must inform the library administrative office and pay for any special tuning as required.

## 5. **RESPONSIBILITIES FOR EVENTS HELD ON THE SIXTH FLOOR:**

### a. **Event Coordinator (EC):**

#### (1) **Before the event:**

- (a) Schedules Haig Room with the Library POC (x8301).
- (b) Signs Haig Room contract (Appendix A) and returns it to the Library POC.
- (c) Meets with the Library Event Facilitator or Administrative Support Assistant (or designee) prior to the event to discuss any logistical issues or specific needs and answer any questions.
- (d) Schedules a time with the Library Event Facilitator or Administrative Support Assistant (or designee) to take physical custody of the space. This will include: a walk-thru inspection of the Haig Room and associated storage areas; discussion of cleaning supplies/procedures, delivery of any proximity cards required for access. **These cards may not be given to non-USMA staff.**
- (e) If the event requires audio visual support, coordinates with the IETD specialist (x4189). The Event Coordinator should not contact DOIM directly.
- (f) If the Event Coordinator needs caterers for the event, the Event Coordinator should set up food tables IAW the designated set up. Designated areas for set-up of food are the sixth floor rotunda, the east side of the Haig Room next to the exit into the pantry area, the west side or the center of the Haig Room. Food must **NEVER** be set up in front of

the portraits in the Haig Room. All arrangements for catering must be made IAW USMA policies on catering events, including mandatory use of certain caterers.

(g) Configure the room to support the event, (including setting up temporary chairs and tables). The library is not staffed to assist with room set-up or tear-down. The Event Coordinator may contract with the caterers to perform this work. ***Under no circumstances will the permanent Haig Room furniture be repositioned.***

(h) Assumes responsibility for any damages to the Haig Room or its furnishings.

(i) Assumes responsibility for the conduct of guests and, if applicable, caterers.

**(2) During the event:**

(a) If guests or caterers need express service from the first floor to the sixth floor, the Library Event Facilitator or Administrative Support Assistant will issue proximity cards to the elevator operator. (All elevators stop on level two unless over-ridden with a proximity card).

(b) If the Event Coordinator wishes to prevent inadvertent access to the event by library patrons, he/she should provide one or two personnel to control access. These personnel should be stationed on the sixth floor stairway and at sixth floor elevator.

(c) Ensures that guests are in compliance with all event conditions listed in 4f.

**(3) After the event:**

(a) Returns temporary chairs and/or tables to their storage areas.

(b) Returns any moved permanent furniture to the original set up (Appendix B).

(c) Personally launders and returns, neatly folded, any linens used from the Haig Room storage closet.

(d) Sweeps and mops the floor, cleans glass, dusts surfaces (cleaning supplies and equipment are stored in the Haig Room pantry).

(e) Meets with the Library Event Facilitator or Administrative Support Assistant (or designee) to transfer custody of the space back to the Library. This will include a walk-thru inspection of the Haig Room and associated storage areas; return of any proximity cards required for access, and the reporting of any damage.

**b. Library Event Facilitator or Administrative Support Assistant:**

**(1) Before the event:**

(a) Ensures that an Event Coordinator is specified for the event.

(b) Provides the Event Coordinator with a copy of this document as well as the “Guide for Event Planning in Jefferson Hall.”

(c) Collects completed event request and contract form (Appendix A).

(d) Meets with the Event Coordinator to transfer physical custody of the space. This will include: a walk-thru inspection of the Haig Room and associated storage areas; discussion of cleaning supplies/procedures, delivery of any proximity cards required for access. **These cards may not be given to non-USMA staff.**

(e) Submits a work order to DPW five days prior to the event to clean the Haig Room (POC: Custodial Services, x4535). For any other building problems, contacts JH Building Commandant, x4560.

**(2) After the event:**

(a) Works with the building commandant to schedule a cleaning of the Haig Room to be completed within 48 hours of the event’s conclusion by contacting the custodial supervisor. (x4535).

(b) Meets with the Event Coordinator to receive custody of the space back to the Library. This will include a walk-thru inspection of the Haig Room and associated storage areas; return of any proximity cards required for access, and the reporting of any damage.

**c. IETD Support (x4189):**

(1) Ensures that all A/V requirements are met.

(2) Ensures that Event Coordinator knows how to use A/V equipment, lights and shades.

(3) If necessary, coordinates any work with DOIM (*Event Coordinator should not contact DOIM*).

(4) If desired, commercial wi-fi can be requested 5 working days prior to the event by contacting the IETD Goldcoats (x4332).

**d. Caterers:**

**(1) Before the event:**

(a) Assume liability for any damage caused by catering equipment or personnel.

(b) Provide linens and any supplies other than tables and chairs.

**(2) After the event:**

(a) Remove any detritus from the room.

(b) Clean any stains or spills.



**e. Custodial Staff:**

(1) **The evening prior to each event:**

- (a) Mops floor (damp mop only).
- (b) Removes smudges (tennis ball only).
- (c) Cleans inside of exterior windows.
- (d) Cleans all glass on doors and display cases.
- (e) Dusts all surfaces: chairs, tables, lamps, piano, etc.

(2) **The evening following the event:**

- (a) Sweeps and mops floor (damp mop only).
- (b) Removes smudges or streaks (tennis ball only).
- (c) Cleans inside of exterior windows.
- (d) Cleans all glass on doors and display cases.
- (e) Dusts all surfaces: chairs, tables, lamps, piano, etc

**6. RESPONSIBILITIES FOR ALL OTHER JEFFERSON HALL FACILITIES:**

**a. Event Coordinator (EC):**

- (1) Schedules the desired space with the designated POC as listed in 4b and confirms how to take possession of any necessary keys/access cards.
- (2) Configures the room to support the event, (including setting up temporary chairs and tables). The library is not staffed to assist with room set-up or tear-down.
- (3) Ensures that event participants are in compliance with all event conditions listed in 4f.
- (4) Returns any moved furniture to the original set up at the conclusion of the event.
- (5) Returns all keys to the appropriate POC.

**b. Facility POC:**

(1) Maintains a master calendar of reservations and receives requests for facility reservations.

(2) Coordinates distribution of keys/access cards.

(3) Ensures any equipment is functional.

c. **IETD Support (x4189):**

(1) Maintains audio visual equipment.

d. **Custodial Staff:**

(1) Ensures that all rooms are regularly cleaned in accordance with standard procedure for all library common spaces.

7. **PROPONENT:** The proponent for this Dean's Policy Operating memorandum is the USMA Library, Office of the Dean, MADN-LIB, x3833.

8. **EXPIRATION:** This policy is effective until superseded or rescinded.

Encls  
Appendix A

THOMAS E. HIEBERT  
COL, IN  
Director of the Dean's Staff



**Appendix A**

**USMA LIBRARY, OFFICE OF THE DEAN  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996-5000**

Contract for Use of Jefferson Hall, Haig Room  
758 Cullum Road, West Point, NY 10996  
Phone: 845-938-8301 ~ Fax 845-938-4000

Function Date: \_\_\_\_\_

Time for Reservation (including setup/tear-down before and after actual event): \_\_\_\_\_ to: \_\_\_\_\_

Actual Event Time: \_\_\_\_\_ to: \_\_\_\_\_

No. of guests expected: \_\_\_\_\_

Host Organization: \_\_\_\_\_ Event Coordinator \_\_\_\_\_

Event Coordinator Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Co-Host Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have read and understand all policies, duties, and conditions contained in the Jefferson Hall Events Planning Guide and DPOM 08-2 . I will comply with these policies, duties, and conditions and, by signing this form, accept the above terms.

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Event Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

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Librarian, USMA \_\_\_\_\_ Date \_\_\_\_\_