

Guidelines for use of the Main Library foyer, Level 2

Library Reception Area

The space just inside the Main Library entrance on Level 2—located beyond the Papyrus Café seating area and opposite the Library Service Desk—has been designed as a flexible **pop-up service area**. It serves as a venue for mini-events, promotional activities, displays, and other initiatives that benefit students and staff.

Due to its location near the café and main entrance, this area experiences high foot traffic, making it ideal for activities that aim to attract attention and engage the university community.

[View on map](#)

Library Services will use this space for its own events, but we also welcome appropriate use by other Bond University staff and student groups. Activities may be interactive but should remain non-disruptive to surrounding areas.

Staff wishing to book this space can email their request to askalibrarian@bond.edu.au.

Student groups wishing to use the space must seek approval from **Student Events** via the [online form](#).

Once submitted, the **Student Events Officer** will share the event details with the **General Manager, Library Customer Services**, who will coordinate with the students involved.

To ensure availability, requests should be submitted **at least 10 days in advance**, as the space may already be booked for other activities.

What is allowed

- Approved promotional activities by Bond University Student Association (BUSA) and any approved BUSA Clubs
- Static displays, with a designated contact to manage the display
- Displays of student work
- Promotional activities by Student Success & Wellbeing, Student Business Services, Beyond Bond, Academic Skills Centre, Office of Future Students, Career Development Centre, Ally Network, and the Nyombil Centre
- Book launches for publications written by Bond staff and students
- Group assignment activities that relate to a piece of assessment e.g. Event Management

What is not allowed

- For-profit commercial activities such as tutoring for a fee or selling merchandise or services or products
- Messy or odorous foods or displays
- Collection or donations of cash or money
- Ticket sales
- Direct approaches to library clients
- Animals (unless prior approval – see [Pets on Campus Procedure](#))

Equipment available

- Small round table
- 2 chairs
- A4 and A3 perspex poster holders
- Use of the EduTouch screen
 - Must be booked ahead of the event
- Digital signage in the Library
 - Content must be sent to studentevents@bond.edu.au for approval prior to the activity or display

Filming, audio recording and photography approval

Students must apply in advance for permission to film or photograph in the Main Library, Law Library, Multimedia Learning Centre (MLC) or Papyrus Cafe.

The application form can be obtained from the service desk in the Main Library. On the application form, students will need to provide contact details, the proposed date and time of the filming / photography, the number of people involved and the purpose (e.g. for a Bond student assessment etc.)

[More information](#)

Booking procedure

1. Visit the *Student events* web page <https://bond.edu.au/current-students/university-life/student-events>.
2. Complete the online form **at least 10 days** prior to the activity or display.
3. Include as much detail as you can in the form.
4. Choose **Library Reception Area** as the proposed venue on the *Event Details* section.

Rules

- No events and activities in Weeks 13-14 – exam periods
- Only one event or activity per day can be booked
- Activities must be booked in advance by submitting a *Student Events* request form
- Activities and displays must be approved by the Student Events Officer, who will liaise with the General Manager, Library Customer Services.
- Displays must have one student contact who will be responsible for setting up the display, checking on the display and taking down the display
- Library staff will not assist with any setup, takedown, printing or cleaning up from an activity or display
- The activity or display must have clear signage (printed on A4 or A3) that indicates:
 - Name of the group or club conducting the activity
 - Purpose of the display or activity – why are you conducting this activity or display?
 - Details and timeframe of the activity e.g. date and time
 - Contact email if any students wish to ask questions about the activity or display
 - Name of the subject/course code that the activity relates to, if it is for an assessment for a group assignment

Contacts

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