

**UNIVERSITY OF WISCONSIN-MADISON  
FACILITIES USE GUIDELINES**

**SUBJECT:** Use of Library Mall

**FROM:** Facilities Use Committee

**DATE:** January 7, 1997

The Library Mall (the area between Memorial Library and the Historical Society Library) serves as a primary pedestrian thoroughfare for the lower campus. All uses made of the mall must preserve thoroughfare access for pedestrians.

- Reservations are not required for meetings or other gatherings on the Library Mall unless the proposed event will require use of sound amplifying equipment or involve the placing of tables, chairs, displays, or temporary structures on the mall grounds.
- The Mall may be reserved for use by University groups (departments and organizations associated with the University). All requests for reservations of the Library Mall should be directed to the Central Reservations Office (CRO) in Memorial Union, 262-2511.
- For many groups wishing to conduct an event in an outdoor space in the lower campus area, the State Street Mall located just south of the Library Mall with its permanent stage (including provision for electrical access) or the City of Madison sidewalks along Langdon Street which are available for sales activity by persons with city vendor's licenses will be the best alternatives. Groups are urged to contact the City of Madison.
- Except for the hawking of newspapers or similar printed matter, the University will not reserve the Library Mall for any selling, peddling, or soliciting activity unless that activity is directly sponsored by a University department.
- The Library Mall ordinarily will not be reserved for events requiring sound amplification because the adjacent State Street Mall has more appropriate facilities.
- University groups may reserve the mall for events that include the placing of tables, chairs, temporary structures, or display items on the mall provided that the items will not damage the grounds in any way or interfere with other University activities. The Central Reservations Office may require that a proposed use be reviewed by the University Office of Facilities Planning and Management.
- Reservations for displays or other continuous events on the mall ordinarily will be limited to two consecutive days.
- Proposed uses that are inconsistent with these regulations will be presented to the Facility Use Committee for approval.