

Marvin W. Meyer Faculty Athenaeum Use Guidelines

Updated January 2015

In 2012, Marv Meyer's vision for a space dedicated to faculty discussion and collegial support became reality with the opening of Chapman's Faculty Athenaeum, located on the third floor of Argyros Forum. Dedicated in Marv's name in May 2013, the Athenaeum serves as a center for informal cross-campus dialog, a protected workspace, and a respite for faculty members, open for their use year-round and 24 hours a day.

We hope these guidelines will enable everyone to understand the aims of the space and the types of activities which may be held in the Athenaeum.

Usage Access

The Faculty Athenaeum is open to all current faculty, as well as emeriti professors, full-time librarians, senior administrators, Trustees, Governors and their invited guests. During fall and spring semesters, lunch is served Monday through Friday from 11:30 a.m. to 2p.m.

Peak operating hours are defined as 9 a.m. to 7 p.m. Monday-Friday, year round. Requests to book events that preclude faculty from freely working as they may desire in the Athenaeum may only be scheduled during off-peak operating hours. (Stated exceptions include Faculty Retirements, Faculty Senate Receptions, Faculty Honors Receptions, and Athenaeum User Memorials.)

Off-peak hours are defined as after 7 p.m., Monday-Friday and on weekends, during which events with academic purpose* may be booked in the Athenaeum following committee approval. Please note that the Athenaeum will always be open to faculty who might wish to enter and use the space during any event, regardless of the day/time.

**Academic purpose is generally limited to Chapman faculty gatherings, receptions for Chapman faculty or visiting academics, faculty professional networking, and academic business lunches or dinners, including those of faculty professional societies. Fundraising and donor cultivation for the university, alumni and community events, and student-focused activities, such as competitions, banquets, and student recruiting, are not included.*

Security, Safety, and Cleanliness

- For security reasons, all users of the Athenaeum should swipe their I.D. cards for entry.
- To protect our Athenaeum facility and to abide with fire codes, do not prop open or unlock any doors and please refrain from moving furniture without permission.
- If you notice damage or missing items, please report it to Athenaeum staff immediately. (If applicable, call Public Safety.)
- We thank you for cleaning up after your use and depositing all trash in the appropriate receptacles.

Student Access

Please do not bring classes or host student meetings, office hours, or student gatherings in the Athenaeum. You may bring one or two students as lunch guests from time to time, but please be considerate of others who may be using the space, and please do not leave students behind in the Athenaeum after you leave.

Meetings

Informal meetings and faculty working groups may be held in the Athenaeum at any time; however, we ask that you use the sofa lounge areas instead of table space for working or informal meetings from 11:15am to 2pm due to lunch service. *We highly recommend you check with our staff regarding concurrent use.*

Formal meetings restrict the intended faculty use of the Athenaeum and are not an appropriate use of the space. This includes department, program, and unit business meetings, workshops, and/or presentations.

Lunch Service

During our fall and spring semester lunch service, parties of 8 or more are encouraged to make reservations with our staff at least two days in advance so we can set aside seating. There is a maximum of 20 pre-arranged lunch patrons per day.

Booking Athenaeum Events (Booking Required in 25 Live)

Athenaeum events with greater than 40 attendees can be booked during **off-peak hours** if space is available, the request meets the following requirements, and the committee approves the event:

1. Host is an Athenaeum user (faculty, senior administrator, Trustee, Governor).
2. Host will be present at the event as “responsible party.”
3. The event has an academic purpose* and includes Chapman faculty.
4. The Athenaeum may not be “closed” to faculty who might wish to enter and use the space during the event, regardless of the day or time.
5. When the event is over 40 persons, Faculty Athenaeum staffing is required.

If your event meets the above requirements, complete the procedures available on the website (i.e., checklist, room use form) to book the Athenaeum. No booking is complete without confirmation from our staff.

Small Events (40 attendees or less) can be booked if space is available, the request meets the criteria in #1-4 above, and can be described as one of the three types below:

1. **Small “faculty-centered” events - fall/spring semesters during peak hours:** Events with Chapman faculty as the majority of the participants and with 40 or less attendees may be scheduled based on space availability and outside of the lunch service hours of 11:30 a.m. to 2p.m. Monday-Friday.
2. **Small events - fall/spring semesters during off-peak hours:** Events with academic purpose and with 40 or less attendees may be scheduled at any available time during off-peak hours.
3. **Small events - interterm/summer semesters:** Events with academic purpose and with 40 or less attendees may be scheduled at any available time, peak or off-peak, during interterm and summer.

If your small event meets the criteria and descriptions, complete the procedures available on the website (i.e., checklist, room use form) to book the Athenaeum. No booking is complete without confirmation from our staff.

Consideration of special requests

When questions arise about use or problems with the space, the Office of Faculty Affairs, in consultation with the Senate Executive Board, will make the final determinations.

Special note – American Celebration: Due to the highly special nature of Chapman’s American Celebration events, faculty can expect the Athenaeum to be inaccessible after 4 p.m. on Friday and at various times throughout Saturday on the American Celebration weekend, annually.

Staff Support

For any questions, concerns, or general feedback please contact:

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Marvin W. Meyer Faculty Athenaeum information including room use form, checklist, policies, weekly menus, and comment cards can be found at: <http://www.chapman.edu/faculty-staff/faculty/indexw.aspx>