Post Academic Center Room Reservations for Meetings and Events Policy

We are happy to help you book your event or meeting. We have several Event Spaces and Bookable Rooms in the Post Learning Commons and Drexel Library that can accommodate most needs.

Marian Courtney, Library Operations Manager, is the contact for bookings. Marian is generally available to process requests between the hours of 8:00 am to 4:00 pm. Requests for space should be submitted at least a week in advance to allow for availability. Please note that we will not normally book regular class meetings in our facility.

We ask that you leave a reserved room or space the way you found it. If you have moved any furniture around, we ask that you return it to the way it was originally configured. Please remove or discard any leftover food and leave trashcans in the open for housekeeping to empty.

Additionally, we cannot watch or be responsible for any personal items left in any of our meeting rooms or spaces. Any found items will be in the Lost and Found bin at the Information Desk. You can retrieve them at a time that is convenient for you during our [hours of operation].

Contact:
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