



Hosting an Event at the CUE Library

Please note: the CUE Library is **NOT** responsible for arranging [furniture and audiovisual setup or takedown](#), catering, cleaning, security, or promotion of events.

- Events are not permitted in the library during fall and winter term final exam periods.
- Events are not permitted on the 2nd floor, Mezzanine, or 3rd floor of the library.
- Guest capacity is set to 55 seated.
- Loud music is not permitted.
- Events must remain open to the entire CUE community.
- Only CUE faculty and staff are permitted to host events in the library.
- Event organizers are required to be present for the duration of their event.

Please contact the departments below for assistance:

Conference Services:

- Request furniture and audiovisual setup & takedown
- conference.services@concordia.ab.ca

Aramark:

- Arrange for catering of food and drinks
- bailie-neil@aramark.ca

Custodial Services

- Request any special cleanup that will be needed after the event.
- andrew.sterne@concordia.ab.ca

Campus Security

- Arrange for required security, ***including deactivation of smoke alarms for events involving smudging***
- andrew.sterne@concordia.ab.ca

Marketing

- Request assistance with event promotion
- sarawjeet.panesar@concordia.ab.ca