Use Request Form for College-Related Events

Please complete this form and return it to the library by email, or in person. Please note that space in the Library is reserved on a first come, first served basis, and the Library is not available during the week preceding and the week of final exams.

Name: ___________________________________________ Today’s Date: _________________

Faculty ☐ Staff ☐ Student ☐ Email: ________________________________________________

Department/Student Organization: ___________________________ Phone: __________________

If student organization, please include name of Advisor: ________________________________

**EVENT INFORMATION**

Start Date: _________________ Time: _________________
End Date: _________________ Time: _________________

**DESCRIPTION OF EVENT:** (please be specific)
________________________________________________________
________________________________________________________
________________________________________________________

Is anything being delivered for your event? (chairs, etc.) Please specify:
________________________________________________________
________________________________________________________
________________________________________________________

Library hours of operation differ depending on the time of the year you request the space. Please ask for the hours of operation when signing up for your event.

The person, or persons, requesting use of the Library are responsible for the following:

• The setup and return of all items associated with the event. (chairs, tables, etc.)
• If tables are moved, please lift them instead of dragging them.
• The cleanup of any spills or stains in the Library. (The appropriate maintenance form should be filled out and submitted to the Maintenance Department).
• If the event is after Library hours, the person(s) organizing the event is (are) responsible for making sure there is no damage to the Library, and that the Library is closed and locked after the event.

By signing this agreement, I agree to abide by the rules of the above agreement and be responsible for this event.

Signature _______________________________ Date __________________________