

Request for Special Events in Public Library Space

Permission Form

Date Submitted: _____ Name of Sponsor/ Coordinator: _____

Contact Person: _____ Email: _____ Telephone: _____

Department/Address: _____

Library staff who would like to reserve the Libe Café in Olin Library, the Kinkeldey Room, the Tower Café, the Cocktail Lounge in Uris Library, or any other space in Olin or Uris Library including room 703, may request permission by filling out this form and sending it to Library Administration, 201 Olin Library, at least four weeks in advance of the event. Requests are subject to approval in accordance with the CUL uidelines and restrictions. Please contact Library Facilities to request room set-up and Media Services for audiovisual assistance. All rooms must be returned to their original condition after the event.

Location of event:

TOWER CAFÉ LIBE CAFÉ KINKELDEY ROOM COCKTAIL LOUNGE OTHER

Date of event: _____ Title of event: _____

Description of event: _____

Starting time for set-up: _____ Ending time for take down: _____

Starting time of event: _____ Ending time of event: _____

Sponsoring department: _____

Number of people expected: _____ Will you require over time from any staff? _____

Describe room configuration: _____

Please include a separate page with details if necessary.

Will food and/or beverages be served?: Y N Will alcohol be served? Y N

Food catered by: _____ Phone: _____

Alcohol catered by: _____ Phone: _____

Equipment needed (list): _____ Provided by (Rental, Facilities, Both): _____

Amplified sound (yes/no): _____

Other considerations (rental deliveries?) _____

Approval:

Library Administration: _____

University Librarian: _____

Facilities: _____

Please return to Library Administration, 201 Olin Library or fax to 255-6788