

University Libraries

Alternate Use of Library Space - Request

The facilities of the University Libraries are provided to support study and the use of library resources. Use of library space for other activities must be approved in advance. This includes exterior spaces immediately adjacent to the building. Requests must be submitted to the Libraries Administration Office (McWherter Library, Room 203) at least 48 hours in advance. Activities that generate high noise levels or that will severely disrupt the library environment will not be approved. Please type or print in ink.

Requestor Name: _____ **Date** _____

Phone: _____ **Email:** _____ **Department** _____

University Affiliation: _____ **Student** _____ **Faculty** _____ **Staff** _____ **other (explain)** _____

Describe planned activity:

Purpose of this activity:

Date of activity: _____ **Begin Time** _____ **End Time** _____

Area requested _____

Participants involved in activity:
Name

University Affiliation

Type of equipment/props being brought into building

I certify that no selling or other commercial enterprise will occur in conjunction with this activity. _____ (Initials)

If granted permission to use library space as requested, I agree to leave the area clean and in good condition. Further, I certify that this activity will not damage library collections, furnishings, or facilities.

Requestor's Signature: _____

For Library Use: _____ Space Availability Verified on Resource 25 [Initials: _____] // _____ Event Added to Resource 25 [Initials: _____]

Dean's Action: Approved _____ Denied _____

Dean's Signature: _____ **Date** _____

Dr. Sylverna Ford, Dean University Libraries

Approved copy should be retained by the requestor and must be available to be presented to Libraries personnel upon request during the activity.