

University Libraries

Space Request Form: McWherter Library

The Libraries' spaces are dedicated to the success of UofM student study and faculty instruction. Use of spaces for other activities must be approved in advance. Submit this completed form to the Libraries Administration Office (McWherter Library, Room 204) or lib_admin@memphis.edu at least 48 hours in advance of planned activity. Requestor will be contacted with approval or denial within 7 business days. The request has not been approved until requestor receives a copy of this form signed by the Libraries' Executive Director.

Requestor Name: _____

Email: _____ Phone: _____

Additional Contacts: _____

UofM Department or RSO: _____

Event/Activity Information

Name/Title of Event/Activity: _____

Date(s): _____ Begin Time: _____ End Time: _____

Requested space(s): Ellipse Outdoor Entrance Rotunda 2nd Floor Commons

Other, specify: _____

Event Description: _____

Estimated Attendance: _____

Will food be served? Yes No

NOTE: The 2nd Floor Commons is only available as is, with a few minor adjustments/additions (such as moving chairs or adding a few tables) for which the requestor is predominantly responsible. Food/drink is allowed in all open spaces of McWherter Library; requestor is responsible for setup and cleanup of all food and trash. If approved, space(s) will be reserved in the Libraries' events calendar. Check McWherter Library hours when scheduling an activity inside the library. Requestors with after-hour event requests will be responsible for scheduling a required security guard: memphis.edu/police. For more information on McWherter spaces, visit: memphis.edu/libraries/administration/event.space.php.

Equipment & Setup

Requested equipment: Laptop Projector Podium & Mic Easel(s)

Requested setup needs (chairs, tables, directional signage, etc.): _____

Will livestreaming/recording be requested via IT? Yes No

NOTE: Existing tables and chairs may be moved to accommodate activity needs, but requestor is responsible for setup and cleanup of such changes unless otherwise requested; any special, additional setup by Libraries staff may require a fee. Additional equipment is available at the Checkout Desk for the requestor to check out, set up, use, and return: memphis.edu/libraries/technology/checkouttech.php. If livestreaming or recording services are desired, submit an IT Helpdesk Ticket at least 5 business days in advance; the requestor is responsible for submitting and organizing this service.

Additional Notes: _____

I acknowledge and agree to abide by Notes stated in this form. I certify that no selling or other commercial enterprise will occur in conjunction with this activity. I understand that the planned activity cannot be advertised or begin until this request has been approved and I have received a copy of this form signed by the Libraries' Executive Director. If granted permission, I agree to leave the space clean and in good condition and understand that the Libraries reserves the right to cancel any remaining reservations if space is not appropriately cleaned up.

Requestor's Signature: _____ Date: _____

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1. Will this requested activity conflict with another planned activity? Yes No Approver's Initials: _____

2. Will this requested activity present a building maintenance issue? Yes No Approver's Initials: _____

Executive Director's Signature: _____ Date: _____

Action: Approved Denied