

McWherter Library Space Request Form

Activities which involve large gatherings of people, may disrupt the study of other students, or which will require special setup must be approved by the Libraries' Executive Director. Please submit this completed form to the Libraries Administration Office (McWherter Library, Room 204) or lib_marketing@memphis.edu at least **2 weeks in advance** of planned activity. For updates to policies or more info, please visit memphis.edu/libraries/administration/event.space.php.

Requestor Name: _____

Email: _____ **Phone:** _____

Your Affiliation: ☐ UofM Faculty/Staff ☐ UofM Student

If UofM faculty/staff, list your department: _____

If UofM Student, list your RSO (if applicable): _____

UofM Students must have a UofM faculty/staff sponsor to request event space. Please list their information below.

Sponsor Name: _____ **Sponsor Email:** _____

Event/Activity Information

Name of Event/Activity: _____

Date: _____ **Begin Time:** _____ **End Time:** _____

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

☐ Other, specify: _____

Event Description: _____

Estimated Attendance: _____

Will food be served? ☐ Yes ☐ No

NOTE: 1) Our spaces are available as is with a few minor adjustments/additions such as moving chairs or adding tables. 2) The requested space(s) will be reserved on our events calendar and signage will be put out informing students of the reservation, but areas cannot be sectioned off; if students are occupying the space during your reserved time, you can announce that an event will be taking place. 3) Food/drink is allowed in all open spaces of McWherter Library; requestor is responsible for setup and cleanup of all food and trash. Food purchased from any place other than UofM Catering must amount to less than \$200. 4) Check McWherter Library hours for space availability; requestors with after-hour event requests will be responsible for scheduling a required security guard: memphis.edu/police.

Equipment & Setup (Indoor Events ONLY)

Requested equipment: ☐ Laptop ☐ Projector ☐ Podium

When do you plan to arrive to prepare for your event? ☐ 15 minutes before event ☐ 30 minutes before event

Additional setup requests (added chairs or tables): _____

NOTE: 1) When requesting a laptop, someone involved in planning your event must be present from setup time until the end of the event. The laptop will not be set up until they arrive. 2) We have 2 6ft tables, 1 4ft table, 3 easels, and a variety of sign holders which can be made available for events. 3) Existing tables and chairs may be moved to accommodate activity needs, but requestor is responsible for returning spaces to their original setup. 4) Additional equipment is available at the Checkout Desk to check out, set up, use, and return: memphis.edu/libraries/technology/checkouttech.php.

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:** _____

FOR LIBRARIES USE ONLY

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