

# University of Memphis 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 (McWhorter Library, Room 204) **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 (continue on back if more space is needed):**

**Purpose of this activity (continue on back if more space is needed):**

**Date of activity:** \_\_\_\_\_ **Begin Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**Area requested** \_\_\_\_\_

**Participants involved in activity (continue on back if more space is needed):**

Name	University Affiliation
_____	_____
_____	_____

**Type of equipment/props being brought into building (Requestor is responsible for setup and removal):**

\_\_\_\_\_

**NOTE: A setup fee (\$25 minimum) will be incurred if library staff time and/or resources are required for this activity.**

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

I understand that the planned activity cannot begin until this request has been approved. Further, I understand that the request is not approved until I receive a copy of the request form that has been properly approved and signed. 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 ONLY

1. This use    does or    does not conflict with a planned public programming activity. Verified by \_\_\_\_\_ Date: \_\_\_\_\_
2. This use    does or    does not present a building management/maintenance issue. Verified by \_\_\_\_\_ Date: \_\_\_\_\_
3. Space availability verified on Resource 25 and activity posted as appropriate. Verified by \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Action:    Approved \_\_\_\_\_    Denied \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Dr. John Evans, Interim Executive Director of 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.*