

## 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](mailto: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](http://memphis.edu/libraries/administration/event.space.php).

Requestor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Affiliation:  UofM Faculty/Staff  UofM Student  Memphis Community Member

If UofM faculty/staff, list your department: \_\_\_\_\_

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

If Memphis Community Member, list your organization (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  2<sup>nd</sup> 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](http://memphis.edu/police). 5) When requesting the Ellipse, once event is approved, contact Zach Coleman, Manager of Landscape Services, at [zcleman4@memphis.edu](mailto:zcleman4@memphis.edu).

### 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](http://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