

McWherter Library Space Request Form

The Executive Director must approve in advance the use of University Libraries spaces for activities other than study. To request an event space, complete and submit this form to lib_admin@memphis.edu or the Libraries Administration Office (McWherter Library, Room 204) at least **2 weeks/10 business days** prior to the event. For updates to space request guidelines, visit memphis.edu/libraries/administration/event.space.php

UofM Employee Name: _____

UofM Email: _____ Phone: _____

Your Affiliation: ☐ UofM Faculty ☐ UofM Staff

Affiliated UofM academic/administrative department _____

Event Information

Event Name: _____

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

Requested space(s): ☐ Front Entrance/East Portico ☐ Rotunda ☐ 2nd Floor Commons Area

Event Description: _____

Estimated Attendance: _____

Will food be served? ☐ Yes ☐ No

NOTE: 1) Food and drink are allowed in all open spaces of McWherter Library. You may provide food at your event but are responsible for setup and cleanup of all food and trash. 2) Chairs may be moved, but you are responsible for moving all chairs and returning them to the original setup.

Equipment for 2nd Floor Commons

Requested Equipment: ☐ Ceiling Mounted Projector and Drop Down Screen

NOTE: An HDMI cord is required to connect to the projector. To connect your own laptop to the projector, you may check out the projector kit from the Circulation desk with your UofM ID. The kit contains an HDMI cord, a remote, and instructions on how to connect to the projector.

Additional Notes: _____

I acknowledge and agree to abide by the space guidelines 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 event cannot be advertised or take place 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 University Libraries reserves the right to cancel any remaining reservations if the 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: _____

Comments from Approvers: _____

Executive Director's Signature: _____ Date: _____

Action: ☐ Approved ☐ Denied