

## 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 a space for an event, complete and submit this form to [lib\\_marketing@memphis.edu](mailto:lib_marketing@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 [bit.ly/library\\_eventspace](https://bit.ly/library_eventspace).

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

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

Your Affiliation:  UofM Employee  UofM Student \*

Affiliated UofM academic/administrative dept. or RSO: \_\_\_\_\_

\*UofM Students must have a UofM faculty/staff sponsor to request event space. List their information below.

Sponsor Name: \_\_\_\_\_ Sponsor Email: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Requested space(s):  Front Entrance  Rotunda  2<sup>nd</sup> 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 can provide food at your event but are responsible for setup and cleanup of all food and trash. 2) To accommodate activity needs, existing tables and chairs in all spaces can be moved, but you are responsible for moving all furniture and returning it to its original setup.

### Equipment & Setup (Indoor Events ONLY)

Requested Equipment:  Laptop  Projector  HDMI Cord

NOTE: 1) A laptop and HDMI cord are required to connect to the projector. To connect your own laptop to the projector, just an HDMI cord can be requested. 2) 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, so please plan to arrive at least 15 minutes prior to the event.

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