

Morris Library Event Space Application

Event Information

Date of Request: Date of Event:

Name of Event:

Hosted by:

Description of Activities:

Preferred Location: Set up Time: Start Time: End Time:

Additional Location: Set up Time: Start Time: End Time:

Event Type: Public Private Anticipated Attendance:

NOTE: There will be an fee of \$200 if your event extends beyond the regular event hours.

Point of Contact at Event: Cell Phone:

Technology Needs: (Advance appointment required to test equipment if you are bringing your own.)

Microphone Internet DVD Guest Login

Projector Laser Pointer Blu-Ray/HD

Will display presentation Other:

Phone Line Skype The person filling out the form needs to contact CTE at 618-453-2258 for **Phone Line** or **Skype** access.

Furniture Items:

6' Tables: (max of 7) Bingo Chairs: (max of 34) Display Tripod Easels: (max of 12)

40" Round Table: (max of 2) Conference Phone: Stanchions to rope off food: (3.5 sets)

Info for off-campus rentals:

Arrival Date/Time: Pick up Date/Time:

*It is your responsibility to schedule delivery/pickup of items.

Food and Drink Information: (Permission for alcohol requires 2 (two) week notice)

Food / Beverages / Alcohol to be served:

Caterer(s): Arrival Time: Pick up Time:

Alcohol (permission required): Yes No Link to form <http://eforms.siu.edu/siuforms/forms/vca0101.pdf> - Form Submitted to Library: Yes No

Contact Information:

Name of Primary Contact:

Affiliation:

Address:

Phone: Email (required): Fax:

Signature of responsible party (required): Date:

The above person is responsible for Morris Library space and/or equipment.

For Office Use Only:

Signature of Dean of Library Affairs (indicated approval) Date:

Entered in EMS: Emailed Confirmation: Entered in Web Calendar:

***Cancellations should be received at least ten business days prior to the event. If late or no notice is given, the Library Administration may decline future reservations for the sponsoring group. No notice within 24 hours will result in a \$24 fee.**