

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: Actual Attendance:

NOTE: There will be an additional 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 (\$5 each) Internet DVD

Projector Laser Pointer (\$5 each) 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.

Rental Items:

6' Tables (\$5 each): Bingo Chairs (\$1 each): Display Tripod Easels (\$2 each):

40" Round Table (\$5 each): Conference Phone (\$10): Stanchions mandatory if food or alcohol (\$10/doorway):

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 (required): Date:

This signature authorizes Library Affairs to bill the person listed above for the total fee.

For Office Use Only:

Set up Fee \$20.00 Event Support: Rental Items: **Total:**

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

Entered in EMS: Emailed Confirmation: Entered in Web Calendar: Invoice non SIU Affiliate:

***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.**