

## Instructions for the Room Reservation Form

You may fill out the form within this pdf document. You may fill out the form by placing your cursor over the checkboxes and the underlines, clicking, and then inserting the data. After the appropriate data has been filled out, you may then print out the document and it will be ready for your signature. This document may be printed without filling out the fields, however, if you choose to print out a copy of the document without typing in the information you must use pen/type and print all entries except for the signature(s).

### Required information

Check the checkbox by the room(s) you wish to reserve at the top of the form. At the bottom of the form, after you have read the terms and conditions fill out the form accordingly:

1. Insert the name of the person who is requesting the room(s).
2. Insert the date and time of event.
3. Indicate the purpose of the event.
4. Check yes if there is equipment needed or check no if there is not.
5. Indicate the type of equipment needed if the answer is yes.
6. Indicate by checkmark whether you are LU administration, faculty, staff, student or a community patron.
7. If you are a LU student you must have a responsible adult present at any event held in the Library. That individual must be present for the full duration of the event. You will need to have them sign in the place indicated. **The final determination of who may act as the official chaperone is up to the Director of the Library.**
8. If you are a community patron, or have an official organization title, you must provide your organization's name.
9. We must have a contact number. Please fill out the phone number field with a number where you are most likely to be reached. A fax number is useful for confirmation data or inquiries, so if you have one please fill it out.
10. Please provide a current email address. An email will be sent to you as confirmation of your reservation.
11. Please provide a current contact address. Community patrons are required to fill this portion of the form.
12. The person requesting the room must sign the document after printing. The date may be typed within this .pdf document. This signature indicates that the person requesting the room has read the terms and conditions, which are outlined on the form.

After the document has been filled out, printed and signed, it must be delivered to the library either by hand, post mail, campus mail or fax.

# Inman E. Page Library

## Lincoln University

### Reservation Form for Library Facility

<http://www.lincolnu.edu/pages/203.asp>

712 Lee Drive, Jefferson City, MO 65101

Phone: (573) 681-5502

Fax: (573) 681-5511

Teleconference Room \_\_\_\_\_

Seats 100 - Multimedia

Conference Room \_\_\_\_\_

Seats 10 - 15

Ethnic Studies \_\_\_\_\_

Seats 80

Viewing Room 117 \_\_\_\_\_

Seats 20 - Multimedia

Viewing Room 118 \_\_\_\_\_

Seats 20 - Multimedia

Other \_\_\_\_\_

Request Information.

Indicate Room Here

Both Lincoln University and local community patrons may reserve Inman E. Page Library's available rooms. The Library staff handles reservations for the use of the facility.

- The Library Director determines which rooms are available for food and drinks. Only events that have been previously arranged with the director may have food and drinks. The requestor is responsible to see that this rule is adhered to. Food services may be contacted at **681- 5267**. Library staff **does not** arrange for tablecloths or other place or presentation settings. **All set up is the responsibility of the event planner.**
- The facility is reserved on a first-come, first-serve basis by application after the library scheduling has been completed. The reservation must be made in advance: **five (5) working days** before the event. LU employees and students will have priority in the use of the facilities over general community events. Community patrons may be assessed a room rental fee. Please call Design and Construction, at **681-5084** for room rental rates.
- The users will be responsible for setting up any special arrangement of furniture. The facility must be returned to original arrangement and cleaned after the event. Please call the Physical Plant, at **681-5318** for room arrangements. **A one hundred dollar (\$100.00) cleaning fee may be charged if the facility is not returned to the original conditions.**
- Commercial or business activities will not be allowed in the facility. Solicitation of funds for membership, fees, raffles, auctions, or accepting donations of any kind will not be allowed in the facility. **Any kind of sales conduct will not be allowed in the facility.**
- A written notification of cancellation must be submitted at least **24 hours prior** to the scheduled use of the facility. Failure to do so will result in revocation of facility use privileges until the fine is paid in full.
- The Library Director reserves the right to revoke the facility use privileges of any individual and/or group that does not comply with the policy and guidelines as stated herein or violates the terms and conditions of the agreement.

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1. Name: \_\_\_\_\_ No. of Participants: \_\_\_\_\_
  2. Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_
  3. Purpose: \_\_\_\_\_
  4. Equipment: Yes \_\_\_\_\_ No \_\_\_\_\_
  5. If Yes specify: \_\_\_\_\_
  6. L.U. Administration \_\_\_\_\_ L.U. Faculty \_\_\_\_\_ L.U. Staff \_\_\_\_\_ L.U. Student \_\_\_\_\_ Community \_\_\_\_\_
  7. Are you currently enrolled as a LU student? If you are please indicate in appropriate section. A faculty, staff or responsible adult presence is required at all student events. They must sign here.  
Chaperone Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  8. Organization Name: \_\_\_\_\_
  9. Telephone No: (office/home): \_\_\_\_\_ (fax): \_\_\_\_\_
  10. Email: \_\_\_\_\_
  11. Contact address: \_\_\_\_\_
  12. Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read and hereby agree to the terms and conditions outlined above.**

Library Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_