

Instructions for the Room Reservation Form

You may fill out the form within this PDF. To fill out this form, place your cursor over the checkboxes and the underlines, click, and then insert 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 or type and print all entries except for the signature(s).

It is required that the form be filled out as completely as possible, in order to be approved. Contact information, as well as date and time are necessary to ensure that the room is available. While anyone may attempt to reserve a room, some restrictions or requirements for use may apply.

If you are an 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. The form indicates other necessary actions necessary for approval for students.

If you are a community patron, or have an official organization title, you must provide your organization's name.

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. Please provide a current email address. An email will be sent to you as confirmation of your reservation. Please provide a current contact address.

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. 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 and event planners are responsible for setting up and for all arrangement of furniture or similar needs and should plan accordingly.* 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.



Inman E. Page Library
 Lincoln University
 Reservation Form for Library Facility
<http://www.lincolnu.edu/web/library/library>
 712 Lee Drive, Jefferson City, MO 65101

Phone: 573-681-5518
Fax: 573-681-5511

**Sherman D. Scruggs Presidential Room
 (Rm 100) _____**

Seats 100; Multimedia, Food Allowed

**Lloyd L. Gaines Ethnic Studies Reading
 Room (Rm 317) _____**

Seats 80; Multimedia, No Food Allowed

Other: _____ Room #: _____

Other rooms may have specific permissions
 and prerequisites for use required. Please
 inquire first before listing.

Viewing Room 117 _____

Seats 20; Multimedia, No Food Allowed

Viewing Room 118 _____

Seats 20; Multimedia, No Food Allowed

Computer Room 119 _____

Seats 20; No Food Allowed

Computer Room 120 _____

Seats 20; No Food Allowed

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1. Name: _____
2. Number of Participants: _____
3. Date of Event: _____
4. Time: _____ until _____
5. Purpose: _____
6. Equipment Needed: Yes ___ No ___
7. If Yes specify: _____
8. L.U. Administration ___ L.U. Faculty ___ L.U. Staff ___ L.U. Student ___
 Community ___

Note: Students requesting an event must receive approval from Student Activities as well as filling out this form. The Student Activities signature must accompany this form when turned in. For GREEK events, **both** SA and the Pan-Hellenic Council Advisor must provide a signature. Also, faculty, staff or responsible adult presence is required at all student events. **Fellow students may not be Chaperones! Students should not provide their own contact information for events! Student events require Chaperone contact information!** The responsible individual who signs here must be in attendance and should provide all necessary contact information. They should arrive previous to the event to ensure that the rooms will be made available. **Rooms will not be opened without the identified Chaperone present.**

Chaperone Signature: _____ **Date:** _____

Chaperone Contact Number: _____

9. Organization Name: _____
10. Telephone: _____
11. Fax: _____
12. Email: _____
13. Contact address
 Address Line 1: _____
 Address Line 2: _____
 City, State, Zip Code: _____

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

Event Requester Signature: _____ Date: _____

For Student/SA events:

Student Activities Signature: _____ Date: _____

For GREEK events:

Pan-Hellenic Council Advisor Signature: _____ Date: _____

Final Approval: Approved ___ Disapproved ___

Library Official Signature: _____ Date: _____