



Request for Special Use of the Library

To promote student success and to maintain an atmosphere conducive to study and learning, the library should not normally be used for activities such as filming, interviewing, fundraising, etc. without prior permission. We encourage you to consider other spaces for such activities. If the library must be used, please try to schedule activities for a time when the library can be closed, such as between semesters.

Exceptions: Brief activities taking less than 10-minutes, such as still photography (if it does not include setting up equipment or loud conversations) or short tours. These will not require prior permission.

Please fill in the following information at least one-week prior to the planned event. A librarian will contact you regarding your request. If allowed, we will then post a notice if the library will be closed, or in the space within the library that will be unavailable for quiet study during this event.

Event: _____

Date(s) _____ **Times (beginning and end times)** _____

Purpose of this event: _____

Particular space within the library needed for this event: _____

Includes equipment set up: **Yes** ____ **No** ____

Includes talking or noise/music: **Yes** ____ **No** ____

Includes food: **Yes** ____ **No** ____

You will provide security for the library, if the event occurs when the library is not staffed:

Yes ____ **No** ____

Name (Please Print)

Date of request

Signature of Librarian: