

Wright Museum Facilities Reservations College Sponsored Events

Please fill out this reservation form and return to Aaron Wilson (wilsonam@beloit.edu, 363-2671).
This form does not replace the Master Calendar Form. This form is for facilities reservation only.

Event Date: _____

Facility Request (check all that apply)

___ Logan Room ___ Courtyard ___ Kitchen ___ Studio

Do you need the Galleries to be open: ___ Yes ___ No

Event: _____

Description of event:

Hours needed (include set-up and clean-up): ___ am/pm to ___ am/pm

Events that span outside of the Wright hours require notification to Security. **You are responsible for notifying Security if the building needs to be unlocked and locked. You must honor any signs notifying you that certain areas are locked and alarmed, entry into those areas is prohibited.**

Normal Business Hours:

Monday-Friday 8:00am – 6:00pm when classes are in session

Tuesday-Friday 11:00am – 4:00pm during breaks

Museum Hours:

Tuesday-Sunday 11:00am – 4:00pm

Sponsoring Department: _____

Event Coordinator Contact Information:

Name: _____

Extension: _____ Email: _____

Notes:

- Private events that serve alcohol must have a bartender (the Wright is **not** licensed to serve alcohol during public events).
- The kitchen is only to be used as staging for events. No cooking is allowed of any kind.
- All events that span beyond Museum hours may require having an attendant present at all times. Please call Aaron M. Wilson (363-2671) to arrange for student workers for your event.
- If you need AV services for your event, you must make arrangements with AV (363-2578).
- The building must be left in the condition you found it in. All garbage and recycling must be taken out of the building and disposed of properly at the end of the event. If you are using the kitchen, it must be cleaned and all utensils cleaned and put away. Left-over food may not be stored in the kitchen. It will be thrown away.
- Tables, chairs, podiums, etc. must be arranged through Physical Plant (363-2200).

Signature

Date