

GUNDGALLERY

Kenyon College

Lobby Reservation Checklist and Form

Name

Department/Group

Date of Event

Number of People

Time

My space is requested in Reservelt.

I have a reservation confirmation email.

The Gund Gallery has approved the use the lobby space(s).

Who is catering?

Catering

In-house

Outside

If outside, I have attached the "outside catering contract."

Gallery Hours

Is your event happening while the gallery is open?

No

If yes, do you have butler tray, sign, or people to assist so that no food or beverage enters the gallery?

Do you need extended gallery hours?

No

Yes

If yes, then what time?

I understand that if I extend the hours of the gallery I will be charged for the extended gallery security coverage.

Work Orders

I have work orders made for garbage cans, recycling can, tables, chairs, etc.

Clean Up

I confirm that I will have the lobby spaces cleaned and back to the original setup by the following business. All garbage will be taken out of the building or at a minimum stored in the loading dock.

Technology

I have arranged Technology assistance through LBIS (if needed)

Security

I understand that the building is open during normal business hours and that I need to contact campus security to unlock the building and/or spaces if outside of normal business hours.

I agree that I have read all the terms and conditions of the Gund Galley Lobby Reservation.

Account# _____
(to be charged for any additional expenses incurred by Gund Gallery)

Signature _____