

## REQUEST TO USE PUBLIC LIBRARY SPACE

### Event Permission Form

An **event** is defined as any gathering that necessitates any of the following: off-hours/weekend access, special setup/takedown, special catering needs, signs or media, and/or requires the use of this form. To request permission for use of the rooms below, fill out this form and send it to Library Administration, 201 Olin Library, at least four weeks in advance of the event. Requests are subject to approval in accordance with the CUL guidelines and restrictions.

CONTACT INFORMATION		
Contact Person:	Telephone:	
Department/Address:	Email:	Date Submitted:
EVENT INFORMATION		
Title of Event:	Date of Event:	
Location of Event:		
OLIN Library: <input type="checkbox"/> 703 Olin <input type="checkbox"/> 702 Olin <input type="checkbox"/> 106G Olin <input type="checkbox"/> Libe Café <input type="checkbox"/> Other _____		
KROCH Library: <input type="checkbox"/> 2B48 Kroch <input type="checkbox"/> 2B49 Kroch (conf) <input type="checkbox"/> Hirshland Gallery <input type="checkbox"/> Cho Room (B59) <input type="checkbox"/> Other _____		
URIS Library: <input type="checkbox"/> Tower Café <input type="checkbox"/> Kinkeldey Room <input type="checkbox"/> Cocktail Lounge <input type="checkbox"/> A.D. White Library <input type="checkbox"/> Other _____		
Description of Event:		
Starting time for set-up:	Ending time for take-down:	
Starting time of event:	Ending time of event:	
Sponsoring department/person:		
Number of people expected:		
Will your event require any time from staff? <input type="checkbox"/> Yes <input type="checkbox"/> No  If the event takes place beyond the regular hours of 8 am – 4 pm on weekdays, then overtime may be required to have staff present.  If overtime is required, please specify the account to be charged: _____		<u>Explain what services will be required of staff members.</u>  Facilities:  Custodial:  Security:  Media Services/Desktop Services:

Describe/draw room set-up configuration:	
Is setup/take-down required by staff?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:
<b>CATERING INFORMATION</b>	
Will food and/or beverages be served?: <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>CU approved caterers: <a href="http://www.ubsc.cornell.edu/caterers2.cfm">www.ubsc.cornell.edu/caterers2.cfm</a></i> <i>For events in Kroch Library, catering must be planned through Library Communications: <a href="mailto:libcomm@cornell.edu">libcomm@cornell.edu</a></i>	Will alcohol be served? <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>CU alcohol policy: <a href="http://www.policy.cornell.edu/vol4_8.cfm">http://www.policy.cornell.edu/vol4_8.cfm</a></i>
Food catered by:	Alcohol catered by:
* If food or alcohol is being served to 25 people or more, you must fill out a Use of University Property (UUP) form at: <a href="http://www.activities.cornell.edu/AboutUUP/">http://www.activities.cornell.edu/AboutUUP/</a>	
<b>TECHNICAL REQUIREMENTS</b>	
Equipment needed (list):	Provided by:
<i>To reserve media equipment, please refer to <a href="http://www.library.cornell.edu/olinuris/media/">http://www.library.cornell.edu/olinuris/media/</a></i> <i>For equipment in Kroch Library, please contact: Donna Moore <a href="mailto:dkm11@cornell.edu">dkm11@cornell.edu</a></i>	
Amplified sound: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:
Other considerations:	

➔ **NOTE:** This request has not been approved until you receive official confirmation from Library Administration either by phone, e-mail, or in print. Until then, please do not assume this is a contract or that you have a reservation otherwise.

FINAL APPROVAL DETERMINED BY LIBRARY REVIEW COMMITTEE:

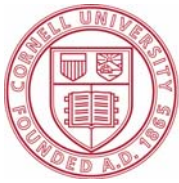
☐ **Approved.**     Date: \_\_\_\_\_ Initial: \_\_\_\_\_

☐ **Approved with additional recommendations to be instituted by Applicant.**     Date: \_\_\_\_\_ Initial: \_\_\_\_\_

☐ **Denied.**     Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**Please return this form to Library Administration in 201 Olin Library or by fax to 255-6788.**



## **Cornell University Library**

### **Procedures for Scheduling Public Spaces in Olin and Uris Libraries**

#### **Room Guidelines**

- All food is strictly confined to the approved space.
- Meeting rooms 702 and 703 should remain locked when not in use, and the keys may be picked up in room 201 Olin Library.
- Rooms must be returned to their original condition.
- Event sponsor is responsible for room set-up including moving chairs and tables, and reserving additional space for storage.
- For facilities related questions, contact Operations Manager at 255-3569.
- If room will be temporarily closed to the general public, event sponsor should make arrangements to have signs placed at the appropriate sites to alert students and patrons well in advance. For more information on sign requirements contact: [sign-L@cornell.edu](mailto:sign-L@cornell.edu).

#### **General Food and Beverage Guidelines for Catered Events**

- Event sponsor is responsible for removing all trash and residual food and beverages from the room and properly disposing of them in either the lounge kitchen (room 212 Olin Library) or in the trash room near the loading dock in Uris Library. All catering equipment and garbage must be removed from the rooms at the close of the event. Event sponsor is responsible for overseeing all clean-up.
- Event sponsor is responsible for cleaning all used surfaces. Please exercise common sense and care to ensure the safety of library materials and to avoid damage to furniture and carpeting.
- Caterers must do all cooking before food arrives. Hot food should be brought in warming cabinets.
- In accordance with the University Guidelines: Candles and open flames are not permitted. Sterno may be used beneath metal chafing dishes, on stands, but may not be permitted to burn uncovered.

#### Route for Caterers:

1. Please ask caterers to unload at the Uris Library Loading Dock. Keys will be required beyond the hours of 8 am – 4 pm on weekdays and all day on weekends. They may be obtained through Facilities (214 Olin) during normal hours. Please request these keys in advance. The front doors of Olin Library may only be used for Libe Café events.
2. Event sponsor must meet the delivery person at the dock and use the service elevators at the basement level.
3. Delivery person must have a temporary parking pass.
4. Event sponsor is responsible for letting the caterer in and out of the room for preparation and clean-up.
5. Rooms must remain locked when not in use.

#### **Media Equipment**

- Event sponsor is responsible for reserving and/or providing their own media equipment and set-up.
- To reserve media equipment: <http://www.library.cornell.edu/olinuris/media/>