

Conference Room #325 Reservation Form

Name	Group or Organization	
Address	UMKC Affiliated? Y N	
Email	UMKC Email:	
Phone	Proposed Date & Time	Alternate Date & Time

EVENT DETAILS

Briefly describe the scope, content, and purpose of the program or event. Include format, duration, intended audience, and number of attendees expected

Will food be provided? Y N

Will alcohol be provided? Y N

Your group is responsible for coordinating all food-related logistics on your own, including transportation, set-up, and clean-up of food and beverage. Libraries staff must be informed of the food in advance. Libraries staff is not available to transport, prepare, or clean up food or beverage for the event.
The use of alcohol must be approved with the Office of Student Affairs and all UMKC alcohol policies must be strictly adhered to. Location approval and alcohol approval are completely separate and do not influence each other.

Please circle any A/V items you will require:

- Presentation Clicker Conference Phone
- Clip-On Microphone Microphone
- Mac Adaptor Cord

Only UMKC-affiliated individuals may reserve and check out equipment. 325 is an ILE classroom with an [instructor's station available](#). **Electrical outlets, a ceiling-mounted projector, a retractable screen, a wall-mounted whiteboard, and a phone jack are available in the room. A Presentation Clicker is available at the instructor's station, along with a Clip-On Microphone.** Upon request, a pre-event dry run can be scheduled to demonstrate how to set up and use the equipment. Your group is responsible for all equipment-related logistics on the day of the event. Library staff is not available to set-up or tear-down for the event.

IMPORTANT INFORMATION

UMKC Libraries cannot provide staffing for the program or event including set up, during, or clean up after.
UMKC Libraries accept no responsibility for materials or equipment left in the library before, during, or after the program or event.
Submitting this form does not guarantee approval of the event.
If the event ends after 5pm, the group is responsible for informing the front desk staff that the event is over and the room can be locked.

REQUEST SUBMITTED BY

SIGNATURE:	Date
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PRINT NAME:	
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APPROVAL BY AUTHORIZED LIBRARY REPRESENTATIVE

SIGNATURE:	Date
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PRINT NAME:	
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Send completed and signed proposal to Grace Nicholas, Miller Nichols Library 212, 800 E. 51st Street KCMO 64110 or email gnicholas@umkc.edu. Please retain a copy for your records.