

# CAMDEN-CARROLL LIBRARY

## EVENT HOSTING FORM

Thank you for reserving a space in Camden-Carroll Library for your student, campus, or community event!

Please take a moment to tell us about your needs and learn about our expectations.

### ORGANIZER INFORMATION

Organizer name(s) \_\_\_\_\_

\_\_\_\_\_

Organizer affiliation (department, group, etc.) \_\_\_\_\_

Organizer email: \_\_\_\_\_ Organizer phone # \_\_\_\_\_

Will at least one of the organizer(s) be present on the day of the event?      YES      NO

If no, please list additional contact information here: \_\_\_\_\_

\_\_\_\_\_

### EVENT INFORMATION

Name of event \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ Location \_\_\_\_\_

Type of event (please describe the nature of this event, such as *presentation for visiting scholars*, or *retirement party*, or *HR training*) \_\_\_\_\_

\_\_\_\_\_

Number of expected attendees \_\_\_\_\_

Do you require the use of technology for your event?      YES      NO

If yes, please choose from the following options (select all that apply):

Computer/Projector

Rolling SmartBoard

iPad cart

Laptop(s)

iPad(s)

Computer lab

Additional information \_\_\_\_\_

Please return an electronic or printed copy to Sarah Mollette: [s.mollette@moreheadstate.edu](mailto:s.mollette@moreheadstate.edu), or, Camden-Carroll Library, #208

**RESERVABLE SPACES** (ALL FURNITURE/TECHNOLOGY LISTED BELOW IS NATIVE TO THE SPACE DESCRIBED.)

Name/Location	Layout	Technology	Tables/Chairs	Select
<b>Projector Area</b> 1 <sup>st</sup> floor Commons	Open	Projector w/ laptop hookup	App. 50 chairs <b>OR</b> app. 10 rolling tables <b>OR</b> a combination.	
<b>Learning Resource Center</b> 1 <sup>st</sup> floor	Semi-private	Rolling SmartBoard	App. 70 chairs <b>OR</b> app. 5 tables <b>OR</b> a combination.	
<b>Library Classroom</b> 2 <sup>nd</sup> floor	Private	Projector/desktop with SmartBoard, 24 computers	Contains 24 workstations with chairs across several static tables. This layout cannot be changed.	
<b>Seminar Room A</b> 3 <sup>rd</sup> floor	Private	Projector/desktop with SmartBoard	App. 30 rolling chairs at app. 6 rolling tables.	
<b>Other</b>				

**PLEASE NOTE:** Any additional signage, chairs, or tables (which are not native to the reserved spaces; see above) will need to be supplied by the appropriate external affiliates, as well as catering orders. The set-up and take-down of any library space **MUST** be handled by the event organizer(s). Due to limitations in library staff and resources, we simply ask that you put it back the way you found it.

**EVENT HOSTING CONTRACT**

**Please understand the limitations that are inherent in reserving the Camden-Carroll Library for certain events and activities. Due to the nature of the library’s staff and resources, many aspects of your event must be managed by the event organizers listed on this form, as well as any liability that may be incurred.**

1. Set-up and take-down for any library space must be handled by the event organizers, and NOT by the Camden-Carroll Library staff. Please allow time for any set-up and take-down of library space and include that in the *Event: Time* slot above.
2. Event organizers must take note of the layout of the reserved space at the time of their arrival before set-up begins, and to accordingly return that space to its original condition when take-down is complete (that is, please put it back the way you found it).
3. If event signage is needed, this must be handled by the event organizers; however, there are white-boards throughout the library which can be moved and used for such purposes, as long as they are returned to a reasonably similar location after the event is over.
4. If decorations, signs, etc. are required for the event, please ensure that any adhesives used are easily removed from the walls/doors/etc.
5. Issues such as food orders and parking information will not be handled by the library’s staff and resources. All catering orders must be fulfilled through Aramark. If extra tables are needed for dining purposes, they must be requested separately from Event Services.
6. Library staff reserves the right to request and enforce appropriate noise levels.

**I, SIGNED BELOW, HEREBY ACKNOWLEDGE AND WILL ADHERE TO THE ABOVE TERMS AND CONDITIONS FOR RESERVING A SPACE IN CAMDEN-CARROLL LIBRARY.**

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

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