

Room Reservation/Instruction Form
Philips Autograph Library

Please complete the attached Instruction Form and return it to mkurimay@wcupa.edu at your earliest convenience so we can confirm your reservation. Once this form is completed and received, you will receive a final e-mail confirmation. Until then, your room confirmation is "tentative." The Philips Autograph Library is reserved on a first come, first served basis.

Meeting/Event Name:

Meeting/Event Description:

Event Date & Time (include start and end times):

Designated Contact Person and Department (must be a WCU Employee):

Phone/Email:

Expected Attendance: (Maximum is 100 in theater style; 64 in rounds)

Food ___(yes) ___ (no)

Brief Description of Room Set-Up (This will still need to formally be placed with Moving Services via Work Order):

Exterior Door Programming Times (if the event is after 4:30 p.m. or on a weekend)

Open Doors:

Close Doors:

Audio-Visual Equipment

Please fill out a [Philips Autograph Library Technology Support Request Form](#). The Digital Media Center are not here over the weekend. Please be sure to plan your event accordingly.

Room Set-Up and Break Down

Moving Services requires an official Work Order be submitted in advance of your event to ensure availability for your set up on the day of your event. To submit your work order, please visit the [iServiceDesk](#) to complete your official Work Order. **Be VERY SPECIFIC in your layout/set-up needs.** Please be mindful that Moving Services day ends at 3 PM (Mon-Fri) with no weekend hours.

Food and Beverages

Any food should be organized through ARAMARK. NO FOOD SHOULD BE LEFT OVERNIGHT! If ARAMARK is unable to return for clean up after your event, it is the responsibility of the event host to clean up all food items and turn off all sternos. **NO CANDLES OR OPEN FLAMES OF ANY KIND. ONLY STERNOS PROVIDED AND SET UP BY ARAMARK FOR FOOD ARE PERMITTED.**

We ask that you please keep in mind that the items in the Philips Building kitchen (all cabinets and refrigerator) are purchased by and for Philips Building Residents and are not to be used for any reserved events in the building.

Rules & Regulations

When leaving please make sure to turn off the lights, check for personal belongings, lock the doors and leave any keys issued inside one of the credenza drawers next to the fireplace.

By reserving this space within the Philips Memorial Building Meeting Rooms, you agree to review and abide by the above regulations. Failure to follow these rules will result in denial of future reservation requests

Please contact mkurimay@wcupa.edu or lkeegan@wcupa.edu if the event is cancelled or changes need to be made to these instructions.