

Room Reservation/Instruction Form
Philips Autograph Library

We have received your room reservation request for the 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.

Please note - 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.

LIBRARY Set Up Details and Audio-Visual support requests are the responsibility of the Event/Meeting Host. You must set these services up through their respective departments (Moving Services and IS&T Multimedia) as you would for any other space on campus. Please be specific with Moving Services when submitting your work order (ex: date of event, # of tables, round/square, lecture style or table seating, podium, etc.).

Existing Audio Visual in the Philips Autograph Library includes: two large flat panel monitors for presentation as well as Zoom web conferencing capability. Users must provide their own laptop or mobile device.

Please contact mkurimay@wcupa.edu or lkeegan@wcupa.edu if the event is cancelled or changes need to be made to these instructions. If the event occurs after hours, please be sure to pick up the keys at the President's Office the day of your event NO LATER THAN 3:00 p.m.

***The designated contact person shall be responsible for ensuring that the Library, elevator entrance, and hallway door to the restrooms are all closed and locked before leaving the building.**

***The designated contact person shall also be responsible for extinguishing all sternos at the end of your event, as well as organizing the timely clean-up of your food (if applicable).**

***Student Organizations must have an advisor present for the entire duration of the event and keys will only be issued to the advisor.**

Meeting/Event Name:

Meeting/Event Description:

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

Designated Contact Person (must be a WCU Employee):

Phone Number:

E-mail address: @wcupa.edu

Dept/Organization:

If this is a Student Event, Name of DESIGNATED FACULTY/STAFF or CAMPUS ADVISOR Who will attend the event and be the responsible party:

Expected Attendance [Philips Autograph Library (maximum occupancy 120)]:

Food ____ (yes) ____ (no) *Food shall be coordinated through Aramark. **If Aramark cannot come clean up (after hours), it is the responsibility of the designated contact person to clean up any left-over food. FOOD MUST NOT BE LEFT OVERNIGHT!***

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:

SIGNATURE:

Date

If this is a student event, a faculty/staff member or campus advisor must sign this form as the responsible party and is also required to sign and review the Room Regulations Form. Room keys for all student events in Philips, will only be issued to the designated faculty/staff member/or campus advisor.

**DESIGNATED FACULTY/STAFF or CAMPUS ADVISOR NEEDS TO BE IN ATTENDANCE
AT ANY STUDENT EVENT. NO EXCEPTION PERMITTED!**

CONFIRMED BY: