

Space Reservation Request Form

Please complete this form on line, print and sign it. Return this form to 117 Temple Buell Hall or fax to the above number. You will be notified when your request is approved.

Select Space(s)

TBH Atrium
Plym Auditorium (134 TBH)

West Gallery (1st Floor, TBH)
TBAG Gallery (Arch. Bldg.)

Contact Information

Name	Department/Organization	
e-mail	phone	University CFOAP Number (<i>Plym only</i>)

Event/Exhibit Information

Date(s) requested	Time(s) requested (include set-up and clean-up)
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Event/Exhibit Title	Estimated Attendance	
Will food be served?	Yes	No
Will there be live music/entertainment?	Yes	No
If the event is an exhibit can other events use the space during the reservation?	Yes	No
Will OIR A/V equipment be needed?	Yes	No

Terms of Use (read carefully before signing!)

Users must return the space to its original condition and configuration before the reservation expires. This includes, but is not limited to, placing trash in proper containers, cleaning surfaces used for food service, dismantling/removing exhibit materials, putting away equipment/items used, returning display pins or other borrowed items directly to 117 TBH, and returning furniture to its original setup. If food is served, tables must be placed six feet or more from walls. Surfaces used for food service must be wiped clean. Trash will be placed in the appropriate containers and recycled (when applicable).

For Plym Auditorium (134 TBH)

The equipment in 134 TBH requires special training to use. The equipment is owned by the Office of Instructional Resources (OIR). It is free only for educational and scheduled class use. All other uses (student events, conferences, meetings, etc.) require a use fee to fund upkeep. The fee is \$75.00 per day or part of a day. If your event requires an equipment operator, there is an hourly labor charge with a 2-hour minimum. For more info contact OIR (217-333-3692) or e-mail pwatkins@uiuc.edu.

Policy on Live Entertainment, Amplified Sound and/or Music

Live entertainment, amplified sound and/or music is NOT permitted in TBH, the TBH patio area, or the Architecture Building 1.) on weekdays/weeknights 2.) prior/during final exams 3.) without approval from all units (Architecture, Urban and Regional Planning, Landscape Architecture for Temple Buell Hall; Architecture, Art and Design, and College of Fine and Applied Arts for Architecture Building).

Building Hours

If an event is outside regular hours (M-Th: 7am-9pm, F: 7am-6pm), please make arrangements with the School of Architecture office (117 TBH; 333-1330) to have the building opened and closed by Facilities and Services. Allow 3 days for a request.

Set-Up and Special Needs

Users are responsible for room set-up and all arrangements for special items. Special items (extra chairs, tables, plants, A/V) may be ordered from F&S (217-333-3549).

By submitting this request I agree to the terms above and understand that failure to comply may result in restrictions or loss of usage privileges.

Sign here: _____ Date: _____

Space Reservation Fee Schedule

	Campus Departments	Registered Student Organizations	Architecture Student Groups
Plym	\$60	\$30	No fee
Atrium	\$25 meetings \$50 banquet/other	\$15 meetings \$30 banquet/other	No fee
Plym/Atrium Combo	\$75	\$45	No fee

Office Use only

Date Received	Notification	Open/Close Order	Approval Signature	Date Approved
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