

THE WITTLIFF COLLECTIONS

FACILITY USE REQUEST FORM

Forms are accepted Jan 15-31 for spring semester events; May 15-31 for summer events; Aug 15-31 for fall semester events. The Events Assistant will be in contact with you regarding your request. Scheduling depends on Priority level (see Attachment I of Facility Use Policy), room availability, time of event—whether it is within or outside of normal business hours—and approval by Director, Wittliff Collections. FAX completed form to the attention of Events Assistant: (512) 245-7431, or mail to: Attn: Events Assistant, The Wittliff Collections, Alkek Library, Texas State University – San Marcos, 601 University Drive, San Marcos, TX 78666-4604.

*** Indicates Required Fields. Requests will not be considered if these fields are left blank.**

Organization Information

*Department / Group Name: _____

*Contact _____

Person / Title: _____

*Address, _____

City, State, Zip _____

*Email: _____ *Phone: _____ *Date of Application: _____

Scheduling Details / Event Information

*Event Date: _____ *Start Time: _____ *End Time: _____

Event Title: _____

*Event Description: _____

*Estimated # of Attendees: _____

*Is event open to the public or is it a private event?

Catering Services

*Will this event be catered? _____

Caterer, if known: _____

Organizer MUST communicate with Events Assistant to schedule caterer delivery / set-up times.

*Will alcohol be served? _____

If alcoholic beverages are served, an Alcoholic Beverage Request Form must be routed to the Dean of Students for approval. Please see UPPS No. 05.03.03. A TABC-licensed person must serve alcohol.

Equipment Needs

The Main Gallery and the Southwestern Writers Room have overhead projectors. All PowerPoint presentations must use the Wittliff's laptop – no outside laptops allowed. Visual equipment set-up and operation is \$25.00. The Main Gallery has a built-in sound system. Equipment Rental Fee includes sound operation for one microphone; use of additional microphones requires the hiring of an audio engineer from Big House Sound. Please specify the number of microphones and stands needed. See Attachment I of Facility Use Policy for fee information.

Will audio-visual equipment be needed (please describe)? _____
Please list any other A/V or electrical equipment you will use and who will provide and operate, including video recording of the event:

Set – Up Needs

The Wittliff Collections has up to 300 auditorium-style chairs and a podium that are included in the Equipment Rental Fee. Materials Management must set up and re-set all furniture. See Attachment I of Facility Use Policy for fee information.

What set-up arrangement are you considering? _____

Please indicate number of chairs needed: _____ Podium Needed? _____

Does your event include special entertainment such as recorded music or live music? Live music must be pre-approved by Director, Wittliff Collections and Associate Vice President of the Library. Please provide all entertainment details, including set-up needs and contact information:

Policy Disclaimer

Completing this form does not guarantee scheduling of your event. Please remember: the Events Assistant consults and works with your staff, but does not replace your staff. A member of your staff MUST be present at all times to supervise event set-up, caterers, and any other service providers you have scheduled, including after the event for clean-up. The Events Assistant is not authorized to sign for you or your department for any service charges or deliveries. Organizer will be responsible for paying fees directly to Materials Management, Parking Services, UPD, and other service providers. Texas State Organizers may be required to provide cost center and fund information in order to schedule services with university service providers. Organizers not affiliated with the university will be required to sign a Release & Indemnity Agreement, and may be required to pay service providers in advance or by certain payment methods. It is the Organizer's responsibility to ensure payments are submitted for all services provided, in accordance with the service providers' guidelines.

I have read the Wittliff Collections' facility use policies and will follow them upon approval of this request. I understand I will be required to sign a Release & Indemnity Agreement if I am not affiliated with the University.

*Signature of Organizer: _____ *Date: _____
Wittliff _____
Approval: _____ Date _____

