

BAILEY LIBRARY LOBBY REQUEST FORM

SRU recognized groups, clubs, organizations, etc. can use the space in front of the library, and inside the library in the main lobby area for events. These events must be scheduled with the library office first by completing this form. In order to accommodate as many groups as possible please keep in mind the following: Time periods should be no more than 2-3 hours long. We will not schedule 2 bake sales at the same time. We discourage scheduling of several consecutive days since this will not allow other groups to have the same opportunity also. If you would like to schedule, please contact the main library office at: library-office@sru.edu or stop by at the main office on the 2nd floor or at the front circulation desk to pick up this form and put in your request.

PLEASE COMPLETE THE FOLLOWING

Event Name:

Purpose of event:

**Group/Club/ Organization
Name:**

Contact Person Name:

**Contact Phone Number or
Email:**

**Dates and times requested:
Please include a 2nd choice.**

**Are you requesting inside lobby
or in front of library?**

1st choice:

2nd choice: