

## EVENT POLICY & PROCEDURES

Carl B. Ylvisaker Library

Thank you for choosing to have your event in the library. Here are a few simple requests that we ask you to follow in order to ensure a smooth, successful event for both you and our staff.

1. Complete an event registration form (see attached). Please request this form from Bonnie Hurner, Library Administrative Assistant, or Leah Anderson, Circulation/ILL Manager.
2. Meet with Sharon Hoverson, Library Director, to discuss your event at least two weeks in advance. Please bring your completed registration form to this meeting for discussion.
3. If you are having a weekend event, please try to set up by 5:00 p.m. on the Friday evening preceding your event. This strategy will allow our staff to assist you in arranging furniture and other items.
4. We will notify security to open the library at the time you request. The doors to the library are not to remain unlocked unless a staff member is present.
5. A few housekeeping items:
  - You are in charge of decorating your space with your own items.
  - After the event, all furniture needs to be returned to its proper place and decorations need to be dismantled.
  - Food and drink are permitted; however, you are in charge of making arrangements for their delivery, pick up, and payment.
  - If you need any equipment or other furniture (e.g. television, lectern, easel), you will need to make arrangements for its delivery, pick up, and payment.
  - You are in charge of your own publicity.

### SIGNATURES

The authorization provided is valid only to the extent that all of the activities undertaken are consistent with conditions as described. The authorization is void unless the applicant strictly adheres to all conditions stated herein.

*I agree to abide by the conditions specified above.*

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**Requestor's signature**

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**Date**

*Permission for the event is hereby granted provided the applicant meets the conditions listed above.*

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**Library Director**

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**Date**

## EVENT PLANNING FORM

Carl B. Ylvisaker Library

1. Event information:

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_ Length of event: \_\_\_\_\_

Time the building needs to be opened: \_\_\_\_\_

Title of event: \_\_\_\_\_

2. What is the purpose of your event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Who is the contact person for your event and his/her contact information?

Name: \_\_\_\_\_

Department/organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Will your event include a program?

\_\_\_\_\_ No

\_\_\_\_\_ Yes

5. Will you be having furniture and/or audio-visual equipment delivered to the library? If so, please describe when the equipment will arrive and what it is.

\_\_\_\_\_ No

\_\_\_\_\_ Yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Please use the back of this sheet to draw a diagram of your set-up plan.