

Space Reservation Request Form

Please print this form, sign it, and return it 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) TBAG Gallery

Contact Information

Name Department / Organization

Email Phone CFOAP Account Number

Event Information

Date(s) requested Time(s) requested (include set-up and clean-up)

Event Title Estimated Attendance

Will food be served? ___ Yes ___ No
Will there be live music/entertainment? ___ Yes ___ No
Will OIR A/V equipment be needed? ___ Yes ___ No
Building Open/Close Order needed? ___ Yes ___ No

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: _____ Approval Sig/Date: _____

Bldg Open/Close Order requested on form? _____ Open/ Close order made: _____

Terms of Use

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 the proper containers, cleaning surfaces used for food service, dismantling/removing exhibit materials, putting away equipment/items used, returning display pins or borrowed items directly to 117 TBH, and returning furniture to its original setup. If you plan on serving food, you must email the Department of Occupational Safety and Health at oshs@illinois.edu to request approval. Requests should include date/time of event, food items being served, and vendor being used. If food is served, tables must be placed six feet or more from walls. Surfaces used for food service must be wiped clean. Trash needs to be placed in the appropriate containers (recycled containers 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, lectures, etc.) require a use fee to fund upkeep. If your event requires an equipment operator, please contact OIR for more information (217-333-8165).

Policy on Live Entertainment, Amplified Sound and/or Music

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

Building Hours

If an event is outside regular building 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/closed by Facilities and Services for your event. Allow 3 days for a request. It is your responsibility to contact the TBH office to request this. Even if your event times show it is after building hours, the School of Architecture will not be held responsible if you fail to request it. No exceptions.

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 equipment, etc.) may be ordered from F&S at 217-333-1490.

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.

Signature: _____ Date: _____