The large open seating area on the first floor of the Egan Library offers an appealing location for public events. The basic configuration consists of 175 chairs, a stage, and a podium. With the sponsorship of a UAS faculty or staff member, we are pleased to accommodate activities complementary to our academic support mission. Lectures, scholastic award ceremonies, art exhibits and conferences are examples of mission-compatible events.

The UAS Egan Library’s primary function is a research and study facility. In order to maintain quiet study areas for students, we limit the number and type of activities taking place in the building during our regular service hours while classes are in session. Between semesters and on Friday and Saturday evenings we may host events of a broader scope, including concerts and Community Day activities. Library service hours and semester breaks are posted online at http://www.uas.alaska.edu/library/hours.html Events are not permitted during service hours for the weeks of midterms and finals.

If you would like to schedule an event in the Library, please send this Reservation Request form to Beatrice Franklin at (907) 796-6249 (fax) or bsfranklin@uas.alaska.edu. Call (907) 796-6470 if you have any questions.

Today’s Date ___________________________ Date(s) of event(s) ___________________________

Event Title ________________________________

Event Description (lecture, conference, etc) ________________________________

UAS Sponsor’s Name_______________________Phone_____________Email_____________

Event Coordinator’s Name (if different) ________________Phone_____________

Email_________________________

Times for sponsor access (set-up & clean-up inclusive) ________________________________

Start and approximate end times for the event ________________________________

Anticipated audience numbers ________________