



UNIVERSITY OF ALASKA
S O U T H E A S T

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Reservation Request Egan Library Public Area

Revised October, 2017

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 _____