

Spalding Hall Use and Display Form

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

Date: \_\_\_\_\_

Nature of Request

- \_\_\_\_\_ Display of Art
- \_\_\_\_\_ Display of Information/Text
- \_\_\_\_\_ Use of Space for an Event not covered in regular use guidelines

Space Requested

- \_\_\_\_\_ Lobby (indicate specific walls for Displays)
- \_\_\_\_\_ Halls (indicate which halls, where)
- \_\_\_\_\_ Conference Room
- \_\_\_\_\_ Break Room
- \_\_\_\_\_ Other: \_\_\_\_\_

Inclusive Dates of the Display/Use:

Describe the display or use (scope and purpose):

Describe what will be necessary for installation (may need to be coordinated with Physical Plant) or technology (may need to be coordinated with IT):

Please be aware that all approvals are pending further approval by the Director of the Physical Plant or Information Technology (IT) if relevant. It is the requestor's responsibility to arrange for approval and any installation with these units.

The Spalding Board reserves the right to request that displays be removed to make room for other displays.

Submit this form to the Office of the Dean for Liberal Arts and Sciences (lasdean@lcsc.edu). It will be reviewed by the Spalding Board.

Approved

Date