



Louis Stokes Health Sciences Library Facility Use Reservation Form

Event Details

Today's Date: _____

Event Title:

Date of Event:

Start Time:

End Time:

Event Description:	Reception	Speaker/Symposium	Training/Meeting	Other
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Group Size:	1-10	11-20	21-39	40-50	51+
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Will you have catering at your event? Yes No

Do you need one of the computer labs? Yes No

The use and scheduling of space in the Louis Stokes Health Sciences Library and on its grounds are controlled by policies administered by the Executive Director of the Library. The library has twenty distinct meeting spaces that can accommodate large and small groups available for reservation.

Requests to reserve space in the LSHSL should be submitted in writing to the Office of the Executive Director at least five (5) working days prior to the date of use (please see the Facility Use Reservation Form).

There is a fee for the reserved use of space for an event. The rates are designed to cover the entire costs of providing the space (for example, equipment, labor, and any added security charges) incurred with an eye towards maintenance of the Louis Stokes Health Sciences Library. Some events may be exempt from fees; an example would be a one-time use for academic classes of the Health Sciences Colleges. Please contact the library if you have questions about the fees.

The LSHSL is not responsible for on-campus parking. Arrangements for parking should be made through the University Office of Parking and Shuttle Operations at (202) 806-2000.

Hours of Use

The meeting rooms are available for use:

Monday – Friday

8 am –6 pm

The library will not open prior to its normal hours of operation for room set-ups.

The library is closed on the following federal holidays: New Year's Day, Martin Luther King Jr. Day, George Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and Christmas Day.

Applicant Information			
Name			
Telephone Number			
Email Address			
Campus Address			
Status	Student	Staff	Faculty
	Other		
School/Department	College of Dentistry	College of Medicine	
	College of Pharmacy	Howard University Hospital	
	College of Nursing and Allied Health Sciences		
	Other		

If needed, list the number of additional tables and chairs in the con

Additional Information/Comments:



Room Rental Fees:	
Small Meeting Room	\$20.00 - \$50.00 per hour
Large Room/Area	\$100.00 per hour (4 hour minimum)
Computer Labs	\$50.00 per hour

Policies and Regulations

Rental of meeting rooms at the Louis Stokes Health Sciences Library (LSHSL) will be on a first come, first served basis. Library meetings take priority.

Meetings may not be scheduled more than 6 months in advance.

The conduct of all guests while at the Library shall be the responsibility of the Renter.

____ ***Clean-Up.** The premises must be left in the condition in which they were found at the beginning of the rental period and will be approved by a Library Representative. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities. Any catering areas used must be cleaned and left in the condition in which they were found. All trash must be removed from the building.

Noise. Renter acknowledges that the event/venue is located inside a library and therefore agrees to try to control the noise level at the event such that it does not disturb students studying. Renter and guests shall use the premises in a considerate manner at all times.

Damages. Renter is responsible for any loss or damage to the Rental Space. No nails, screws, staples or penetrating items should be used on our walls or fine wood. Any tape or gummed backing materials must be properly removed.

Audio-Visual. The Renter may bring his/her own AV equipment or order from an outside vendor. LSHSL offers no guarantee on compatibility of outside equipment. If additional AV equipment is required, the renter is responsible for arranging rental of the equipment, set-up and dismantling.

Violation of any of the room use regulations may result in the loss of the room use in the future.

I have read the enclosed information and agree to abide by the meeting room policies and agreement set forth by the Louis Stokes Health Sciences Library.

Signature of Applicant

***Please initial next to Clean-Up to agree to the terms.**

For Staff Use Only: Approved Disapproved

Signature of the Executive

Amount Due: _____

Please submit this form to the Louis Stokes Health Sciences Library via fax (202) 884-1733 or by email to toni.yancey@howard.edu