



Dayton Campus
 444 West Third Street
 Dayton, Ohio 45402-1460

FOR OFFICE USE ONLY	
W.O. # _____	_____
MM. # _____	_____

Library Space Usage Request – Northwest Loggia

****Please be advised: Maintenance and Multimedia Services require 10 business days' notice for setup of any event****
Requests submitted later than the 10 business days' rule cannot be fulfilled.

Event date: _____

Event Title (or description): _____

Event Start Time: _____ Event End Time: _____

Requestor: _____ Contact Phone: W , C _____

Org/Group/Class requesting space: _____

Advisor (if applicable): _____ Advisor's Contact Info: W , C _____

Room Set-Up

Number of tables: _____ Number of chairs: _____ Trash Cans: ____ (if serving food)

Accordion Wall: Long 1 2 Short 1

If you have specific instructions on how you would like the chairs/tables set up on the Loggia, please list them below:

Multimedia Equipment

Handheld Microphone Microphone Floor Stand Webinar Support (if needed)

Projector/Computer Lapel Microphone Sound System

Other: _____

By submitting this form you are indicating that the event listed above will be held in accordance with all Sinclair Community College policies including the [Policy for Public Use of College Buildings and Grounds for Presentations, Protests and Meetings](#); and if applicable, follows the guidelines set forth by the office of Student and Community Engagement.