



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. Power cords will not be provided.

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.