



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

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

### Library Space Usage Request – Northeast 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)

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

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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.