

**Space Reservation Request Form (This is NOT an agreement)**  
Please print this form, sign it, and return it to 105 Temple Buell Hall, or email to [sgmeyers@illinois.edu](mailto:sgmeyers@illinois.edu). You will be notified when your request is approved.

**Select Space(s)**

- |  |   |
|--|---|
| <input type="checkbox"/> Blicharski TBH Atrium     | <input type="checkbox"/> 1st Floor TBH- North Wall Pin Up   |
| <input type="checkbox"/> Plym Auditorium (134 TBH) | <input type="checkbox"/> Lower Lever TBH- North Wall Pin Up |
|  | <input type="checkbox"/> West Gallery TBH - 1st Floor       |

**Contact Information**

Name \_\_\_\_\_ Department / Organization \_\_\_\_\_

Email \_\_\_\_\_ Unit CFOP for Fee (if applicable) \_\_\_\_\_

**Event Information**

Date(s) requested \_\_\_\_\_ Time(s) requested (include set-up and clean-up) \_\_\_\_\_

Event Title \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Open/close request needed? (see "Building Hours")    \_\_\_ Yes    \_ No  
Will there be live music/entertainment?            \_\_\_ Yes    \_\_\_ No

**Space Reservation Fee Schedule for Events**

	Non-FAA Campus Units	Registered Student Orgs (RSOs)	FAA Units/Groups
Plym	\$100	\$50	No Fee
Atrium	\$100	\$50	No Fee

**Office Use Only:**

Date Received: \_\_\_\_\_ Approval Sig/Date: \_\_\_\_\_

Payment Date \_\_\_\_\_ Open/ Close order made: \_\_\_\_\_

**Terms of Use**

**Users must return the space to its original condition and configuration before the reservation expires.** This includes, but is not limited to, placing trash in the proper containers, cleaning surfaces used for food service, dismantling/removing exhibit materials, putting away equipment/items used, and returning furniture to its original setup. If food is served, tables must be placed six feet or more from walls. Surfaces used for food service must be wiped clean. Trash needs to be placed in the appropriate containers (recycled containers when applicable). For units-payment for the space fee can be made by providing a CFOP to be charged after the event. Student organization must submit an Approved Purchase Request to the Temple Buell Hall Business Service Center prior to receiving space reservation request approval, an invoice will be submitted for payment after the event.

**For Plym Auditorium (134 TBH)**

The equipment in 134 TBH requires special training to use, and is owned by Technology Services. If your event requires use of the a/v equipment, you may request training by completing the online form at this address: <https://answers.uillinois.edu/illinois/page.php?id=57530>, or by calling (217) 333-8165 or emailing [classtech@illinois.edu](mailto:classtech@illinois.edu).

**Policy on Live Entertainment, Amplified Sound and/or Music**

Live entertainment, amplified sound and/or music is not permitted in Temple Buell Hall, the patio area, or the Architecture Building, 1) on weekdays/weeknights, 2) prior/during final exams, 3) without approval from all units (Architecture, Urban Planning, Landscape Architecture for Temple Buell Hall).

**Building Hours**

If an event is outside regular building hours (M-Th: 7am-9pm, F: 7am-6pm), please make arrangements with the TBH Business Services office (105 TBH, 244-6987) to have the building opened/closed by Facilities and Services for your event. Allow 1 week for a request. You will receive a confirmation the open/close order has been approved as needed.

**Set-up and Special Needs**

Users are responsible for room set-up and all arrangements for special items. Special items (extra chairs, tables, plants, a/v equipment, etc.) may be ordered from F&S at 217-333-1490.

By submitting this request, I agree to the terms above and understand that failure to comply may result in restrictions or loss of usage privileges.

\*RSO's can NOT request any space during finals week.

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