Wright Museum
Facilities Reservations
College Sponsored Events

Please fill out this reservation form and return to Wright Museum (wrightmuseum@beloit.edu, 363-2097). This form does not replace the Master Calendar Form. This form is for facilities reservation only.

Event Date: _________________________

Facility Request (check all that apply)
___Logan Room  ___Courtyard  ___Kitchen  ___Studio

Do you need the Galleries to be open: _____Yes  _____No

Event: ___________________________________________________________

Description of event:

Hours needed (include set-up and clean-up): _____am/pm to _____am/pm

Events that span outside of the Wright hours require notification to Security. You are responsible for notifying Security if the building needs to be unlocked and locked. You must honor any signs notifying you that certain areas are locked and alarmed, entry into those areas is prohibited.

Normal Business Hours:
Monday-Friday 8:00am – 6:00pm when classes are in session
Monday – Friday 9:00am to 4:00PM
Saturday 10:00am to 4pm
Sunday 11:00am to 4pm

Sponsoring Department: ___________________________________________

Event Coordinator Contact Information:

Name: ________________________________

Extension: __________  Email: _______________________ 

Notes:
□  Private events that serve alcohol must have a bartender (the Wright is not licensed to serve alcohol during public events).
□  The kitchen is only to be used as staging for events. No cooking is allowed of any kind.
□  All events that span beyond Museum hours may require having an attendant present at all times. Please call Wright Museum (363-2097) to arrange for student workers for your event.
□  If you need AV services for your event (including Apple/Mac adaptors), you must make arrangements with AV (363-2578).
□  The building must be left in the condition you found it in. All garbage and recycling must be taken out of the building and disposed of properly at the end of the event. If you are using the kitchen, it must be cleaned and all utensils cleaned and put away. Left-over food may not be stored in the kitchen. It will be thrown away.
□  Tables, chairs, podiums, etc. must be arranged through Physical Plant (363-2200).

__________________________  ______________________
Signature  Date