Wright Museum
Facilities Reservations
Non-College 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  ___Smith 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 Museum hours require notification to Security. You are responsible for notifying Security when the event is done so the building can be locked (363-2355). You must honor any signs notifying you that certain areas are locked and alarmed, entry into those areas is prohibited.

Sponsoring Organization: __________________________________________________________

Event Coordinator Contact Information:
Name: ______________________________________________________

Address: __________________________________________________________________________

Phone Number: __________________________ Email: __________________________

Notes:
□ A Deposit of $100.00 must be paid in order to reserve the date.
□ Events not part of the college (weddings, etc.) require a $100.00 donation payable to the Wright Museum of Art before the date of the event.
□ Private Events that serve alcohol must have a bartender.
□ All events that span beyond Museum hours must have an attendant present at all times. Please call wright Museum (363-2097) to arrange for student workers for your event. Events requiring an after-hours museum attendant will be asked $28.00 donation to pay attendants.
□ If you need AV services for your event, 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.
□ The kitchen is only to be used for staging purposes: catering. No cooking of any kind is allowed. If you are using the kitchen it must be cleaned, and all of the Museum’s 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).

For Office Use Only
□ Master Calendar Form:
  ○ Filled out and signed
  ○ Copied
  ○ Returned to Public Relations
□ Attendants secured to work event
□ Reminder sent to attendants working the event
□ Security notified
□ Event placed on Master Calendar

Signature
________________________

Date

________________________