

- Maximum occupancy of the Athenaeum is 40. Event planners are required to monitor the occupancy of their event.

- Due to visitors being allowed to attend Athenaeum events, food may not be served in the Athenaeum. (We will continue to reevaluate this policy as the situation changes)

Athenaeum Reservation Form

Date (& Day)_____

Start Time – End Time_____

Co-Sponsoring Department_____

Contact Name/Phone/Email_____

Event Title_____

Speaker Name/Title (if applicable)_____

Setups Needed

Chairs_____ Setup (Rows,Circle,etc.)_____

Other (easels, etc.)

Office Use Only

Department Requested Setups

Facilities_____

PEPS_____

Publicity

_____ Library Calendar

Miscellaneous

_____ Reserved on EMS