

GALLERY RESERVATION FORM

To reserve the gallery for your event, please fill out and return to us via fax (816-235-5507) or email (umkcgallery@umkc.edu) at least two weeks prior to your requested date.

Your reservation will not be finalized until we have received this form.

1. Host department:

2. MoCode:

3. Contact person:

4. Scheduled date:

5. Event start and end times (including a half hour for setup and breakdown):

6. Type of event:

7. Estimated attendance

8. If you would like to use any of the available gallery furniture or appliances (see list on first page) please note those items here:

9. Will you be bringing/ordering additional furniture?

Yes

No

10. Do you plan to serve alcohol?

Yes

No

If yes, please obtain permission prior to the event.

11. Special requests or additional information: