

DePaul College of Law
Rinn Law Library
25 E. Jackson Boulevard, Chicago, IL 60604
Phone: 312-362-8121/

RARE BOOK Room Reservation Form – Student Organization Use Only

Today's Date: _____

Name of Student Organization: _____

Contact Person for Event: _____

E-mail Address: _____

Student Organization Advisor: _____

Advisor's Signature: _____

Phone Number: _____ Fax Number: _____

- Does the Event serve a charitable purpose? YES ___ NO ___
- Will admission/registration be charged for this Event? NO ___ YES ___ (If you answer yes, please STOP and contact University Conference Services (312) 362-8624.
- Will food be served? NO ___ YES ___ (If Yes, indicate the catering service to be used)
 - i. Chartwells _____
 - ii. Name of outside caterer _____
- Will there be advertising of the Event? YES ___ NO ___
- Will alcoholic beverages be served? YES ___ NO ___
- Will you require Security Officers for Event? YES ___ NO ___

Event Title: _____

Date(s) of Event: _____ Set up Time: _____ am pm

Number of Attendees: _____ Start Time: _____ am pm

End Time: _____ am pm

NOTE: ALL EVENTS MUST CONCLUDE BY THE END TIME NOTED IN THIS AGREEMENT

Signature of Contact Person for Event

Confirmation will be sent to you via e-mail.

Confirmation: Date of Approval ____/____/____

Approval Signature: _____