

UNIVERSITY OF MAINE AT AUGUSTA
CHARLES DANA DANFORTH GALLERY RESERVATION

DATE OF EVENT: _____

ORGANIZATION REQUESTING THE RESERVATION: _____

CONTACT PERSON: _____ **PHONE:** _____

NAME OF EVENT: _____

Time: (Begin/End): _____ **No. Attending:** _____

SET UP REQUESTED: _____

PLEASE BE AWARE THAT THE PARTY RESERVING THE GALLERY IS RESPONSIBLE FOR MAKING LOGISTICAL ARRANGEMENTS. After the reservation form has been approved by the Gallery Director, submit applicable work requests as follows:

Facilities Management: <https://webapp.usm.maine.edu/FMRequests>

Technology: techsupport@maine.edu.

Food service/catering: Contact Sarah Brightman with Sodexo Food Service/Catering at (207) 780-4204 or by emailing sarah.brightman@sodexo.com

Access/Security needs: Contact Security at 621-3400.

The party reserving the Gallery accepts responsibility for anything being exhibited in the Gallery. No art shall be moved, altered or covered during the event without prior approval of the Gallery Director. Set up of music needs to be cleared with the Gallery Director.

TIME GALLERY DOORS SHOULD BE OPEN FOR SET UP: _____

REFRESHMENTS WILL BE SERVED: YES _____ NO _____

If yes, please explain what will be served, how and when: _____

PLEASE LIST THE NAMES AND TELEPHONE NUMBERS OF AT LEAST TWO (2) PERSONS (MONITORS) who will be present and available during the entire time you plan to be on the premises: _____

SIGNATURE: _____ **DATE:** _____

The signature below indicates that the request has been approved.

GALLERY DIRECTOR: _____ **DATE:** _____

cc: Sandra Lamoreau – Events Coordinator
Gregory Fahy – Dean of the College of Arts & Sciences

Request the forms from Sandra Lamoreau (Administrative Services)

Return the completed form to Gallery Director

Revised 11/18/19

