

# REQUEST FOR USE OF THE ISM GREAT HALL

**Individual/Organization Requesting Space:** \_\_\_\_\_

\_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Activity** (*Lecture, recital, theatrical event, etc.*): \_\_\_\_\_

\_\_\_\_\_

**Person(s) Responsible & Phone and Fax Number(s):**

\_\_\_\_\_

If the activity is to be "staged," i.e. a recital or theatrical event, please give the name and telephone number of the stage manager. This person must be in contact with either the ISM Business Manager or ISM Receptionist at least two full weeks before the event to go over details regarding equipment and use of the room.

\_\_\_\_\_

*Please submit this form to the ISM Receptionist, William Cowen. Confirmation of the reservation will be returned to you. If you require the use of an ISM instrument(s), fill out the appropriate request form and submit to the ISM Instrument Coordinator, Laura Chester.*

**PLEASE NOTE: IF YOU WISH TO HAVE A RECEPTION AS PART OF YOUR ACTIVITY, PLEASE  
COMPLETE THE SECTION ON THE FOLLOWING PAGE.**

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## CONFIRMATION OF APPROVAL FOR USE OF THE GREAT HALL

**APPROVAL FOR USE OF SPACE:**

(signature & date) \_\_\_\_\_

# REQUEST TO HAVE RECEPTION IN THE ISM GREAT HALL

**Individual/Organization:**

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**Type of Reception To Be Held** (*hors d'oeuvres or a meal?, please give details*):

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**Date(s):**

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**Time(s):**

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**Will the reception be catered? \_\_\_\_\_ If so, by whom?**

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**Who, from the organization, will be responsible for the reception (please provide name & phone number)?**

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**What two people, from the organization, will be responsible for cleaning up (please provide name and phone numbers)?**

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**\*\*\* Please note that if you get permission to hold a reception, you may NOT give the guests refreshments in glass bottles. Please use cans, or pour from the glass bottles into plastic glasses.**

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## CONFIRMATION OF APPROVAL FOR RECEPTION

**APPROVAL FOR USE OF SPACE:**

(signature & date)

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