Ekstrom Library Refreshment Guidelines

Only light refreshments may be served in these areas:

- Lower Level West Lobby
- W210 Conference Room
- Library Instructional Classroom (LIC) 254, Ekstrom East

Cleanup should take place immediately after your event so that the space is ready for the next event.

No food, drink or eating utensils may be left in the area or room. This includes coffee urns, drinking dispensers, table cloths, and/or food trays.

The Ekstrom Library custodial staff is not responsible for cleaning up after events. They will dispose of the trash that has been placed in trash receptacles and/or garbage bags. If the library staff removes any of the aforementioned items, they will be thrown out!

The library will generate an IUT with a charge of $100 to your Unit Business Manager if the area is not cleaned.

The person making the room request, the faculty advisor or the Unit Business Manager must sign below and return to us three days before the event. This ensures that you will be responsible for cleanup of your event held in Ekstrom Library.

I have read this agreement and agree to comply with the guidelines.

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
<th>JOB TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT BUSINESS MANAGER’S NAME</td>
<td>DEPARTMENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT TITLE</th>
<th>EVENT DATE</th>
</tr>
</thead>
</table>

Mail to: Refreshments
Ekstrom Library-Room 203
University of Louisville
Louisville, KY 40292

Fax to: 502.852.7394

Or Email to: christopher.dresing@louisville.edu

Questions? Contact us at 502.852.6745 or 502.852.8706.