

GUNDGALLERY

Kenyon College

Lobby Reservation Checklist and Form

Name

Department/Group

Date of Event

Number of People

Time

☐

My space is requested in Reservelt.

☐

I have a reservation confirmation email.

☐

The Gund Gallery has approved the use the lobby space(s).

☐

Who is catering?

Catering

In-house

☐

Outside

If outside, I have attached the "outside catering contract."

☐

Gallery Hours

Is your event happening while the gallery is open?

No

☐

If yes, do you have butler tray, sign, or people to assist so that no food or beverage enters the gallery?

☐

Do you need extended gallery hours?

No

☐

Yes

If yes, then what time?

☐

I understand that if I extend the hours of the gallery I will be charged for the extended gallery security coverage.

☐

Work Orders

I have work orders made for garbage cans, recycling can, tables, chairs, etc.

Clean Up☐

I confirm that I will have the lobby spaces cleaned and back to the original setup by the following business. All garbage will be taken out of the building or at a minimum stored in the loading dock.

Technology☐

I have arranged Technology assistance through LBIS (if needed)

Security☐

I understand that the building is open during normal business hours and that I need to contact campus security to unlock the building and/or spaces if outside of normal business hours.

☐

I agree that I have read all the terms and conditions of the Gund Galley Lobby Reservation.

Account# _____
(to be charged for any additional expenses incurred by Gund Gallery)

Signature _____