

Room Request Form
Morse College Art Gallery

1. Understand the Rules and Restrictions surrounding the Morse Art Gallery.
2. Check with the Head of College's Aides to confirm the room is available.
3. Fill out this form and turn it into the Head of College's Aides. You will be informed if your request has been accepted.

Date of Application: _____

Date(s) of Event/Showing: _____

Purpose of Event/Showing: _____

Type of artistic media used: _____

Estimated Number of Attendees: _____

Name of Sponsoring Group: _____

Morse Student Responsible for Event/Showing: _____

Contact Phone Number: (_____) _____ - _____

E-mail: _____

Rules and Restrictions:

- The Art Gallery is for viewing purposes only. No artistic processes (painting, drawing, gluing etc.) will be permitted in the Art Gallery.
- Any means used to secure art to the walls cannot damage the walls in any way (including remove paint). No permanent modes of securing art to the walls will be allowed. Wire, for hanging art from the designated hanging sites, must be provided by the student.
- You are responsible for any damages to the walls, furniture, or other Morse property.

I have read and accept the above conditions: _____

Student Signature

Approved: _____

Head of College Panter-Brick